

**RSPO PRINCIPLE AND CRITERIA –  
– ANNUAL SURVEILLANCE ASSESSMENT 2 (ASA\_1.2)–  
Public Summary Report**

<b>PT. TAPIAN NADENGGAN Hanau Palm Oil Mill and Its Supply Bases</b>
Client company Address: Sinar Mas Land Plaza, Tower 2, 4 <sup>th</sup> floor Jl. MH. Thamrin No. 51 Kav. 22, Jakarta 10350 – Indonesia
Certification Unit: Hanau Palm Oil Mill  Kecamatan Hanau and Batu Ampar, Seruyan Regency, Central Kalimantan Province, Indonesia

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## Section 1: Scope of the Certification Assessment

1. Company Details			
<b>RSPO Membership Number</b>	1-0096-11-000-00	<b>Membership Approval Date</b>	30 January 2005
<b>Parent Company Name</b>	Golden Agri-Resources Ltd		
<b>Address</b>	c/o 108 Pasir Panjang Road, #06-00 Golden Agri Plaza, Singapore 118535		
<b>Subsidiary (Certification Unit Name)</b>	PT. Tapian Nadenggan – Hanau Palm Oil Mill		
<b>Address</b>	Head Office: Sinar Mas Land Plaza, Tower 2, 4 <sup>th</sup> floor Jl. MH. Thamrin No. 51 Kav. 22, Jakarta 10350 – Indonesia  Location: Kecamatan Hanau and Batu Ampar, Seruyan Regency, Central Kalimantan Province, Indonesia		
<b>Contact Name</b>	Mr. Ismu Zulfikar		
<b>Website</b>	<a href="https://goldenagri.com.sg/">https://goldenagri.com.sg/</a>	<b>E-mail</b>	<a href="mailto:ismu.zulfikar@sinarmas-agri.com">ismu.zulfikar@sinarmas-agri.com</a>
<b>Telephone</b>	+62-21-50338899	<b>Facsimile</b>	+62-21 50389999

2. Certification Information			
<b>Certificate Number</b>	RSPO 679706	<b>Date of First Certification</b>	September 26 <sup>th</sup> , 2012
		<b>Certificate Start Date</b>	January 08 <sup>th</sup> , 2018
		<b>Certificate Expiry Date</b>	September 25 <sup>th</sup> , 2022
<b>Scope of Certification</b>	Production of CPO and PK of PT. Tapian Nadenggan (Hanau Palm Oil Mill) and 4 (four) estates as supply base, namely Hanau Estate, Tasik Mas Estate, Langadang Estate and Tanjung Paring Estate. Mill capacity of Hanau POM is 80 tonnes FFB/hour.		
<b>Applicable Standards</b>	RSPO P & C INA NI 2016 and RSPO Supply Chain Certification June 2017 (CPO Mill – Module E)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
SPO20013	ISPO	SAI Global Indonesia	10/12/2020
EU-ISCC-Cert-ID218-20180079	ISCC	Intertek Indonesia	01/08/2019

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Hanau Oil Oil Mill	Kecamatan Hanau and Batu Ampar, Seruyan Regency, Central Kalimantan Province, Indonesia	2° 21' 39.05" N	112° 6' 34.86" E
Hanau Estate	Kecamatan Hanau and Batu Ampar, Seruyan Regency, Central Kalimantan Province, Indonesia	2° 24' 40.90" N	112° 6' 33.12" E
Tasik Mas Estate	Kecamatan Hanau and Batu Ampar, Seruyan Regency, Central Kalimantan Province, Indonesia	2° 20' 29.28" N	112° 5' 34.19" E
Tanjung Paring Estate	Kecamatan Hanau and Batu Ampar, Seruyan Regency, Central Kalimantan Province, Indonesia	2° 16' 49.04" N	112° 7' 57.02" E
Langadang Estate	Kecamatan Hanau and Batu Ampar, Seruyan Regency, Central Kalimantan Province, Indonesia	2° 14' 5.12" N	112° 6' 27.81" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Hanau Estate	3,991.02	375.87	523.11	4,890.00	81.62
Tasik Mas Estate	**4,077.15	397.46	570.87	5,045.48	80.81
Tanjung Paring Estate	***3,781.17	351.16	584.73	4,717.06	80.16
Langadang Estate	1,927.29	228.58	253.70	2,409.57	79.42
<b>Total</b>	<b>13,776.63</b>	<b>1,353.07</b>	<b>1,932.41</b>	<b>17,062.11</b>	<b>80.66</b>

**Note:** *\*\*In Tasik Mas Estate, there are 1.33 ha area of planted was used as Biogas Plant therefore currently the planted area was 4,284.54 ha*  
*\*\*\* In Tanjung Paring Estate, there are 30.24 ha area planted is excluded in block W24-26 because the area is at lowland and always flooded*

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 – 3*	4 – 10*	11 - 20	21 - 25	26 - 30		
Hanau Estate	0.00	0.00	0	3,991.02	0.00	3,991.02	0.00
Tasik Mas Estate	0.00	0.00	209.08	3,868.07	0.00	4,077.15	0.00
Tanjung Paring Estate	0.00	0.00	1,672.99	2,108.18	0.00	3,781.17	0.00
Langadang Estate	0.00	0.00	1,927.29	0.00	0.00	1,927.29	0.00
<b>Total (ha)</b>	<b>0.00</b>	<b>0.00</b>	<b>3,809.36</b>	<b>9,967.27</b>	<b>0.00</b>	<b>13,776.63</b>	<b>0.00</b>

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**\*Note:**

**7. Certified Tonnage of FFB (Own Certified Scope)**

Estate	Tonnage / year		
	Estimated (Sept 2018 – Aug 2019)	Actual (July 2018 – June 2019)	Forecast (Sept 2019 – Aug 2020)
Hanau Estate	100,934.33	81,857.35	98,706.37
Tasik Mas Estate	104,493.76	111,609.70	115,040.38
Tanjung Paring Estate	96,438.66	98,574.05	106,568.89
Langadang Estate	54,643.47	47,143.43	57,012.65
<b>Total</b>	<b>356,510.22</b>	<b>339,184.53</b>	<b>377,328.29</b>

**Note:** *Estimated and Forecast are the 12 months from the licence period.  
Actual are the 12 months from the last audit period.*

**8. Certified Tonnage of FFB (from other certified unit(s) if applicable \***

Estate	Tonnage / year		
	Estimated (Sept 2018 – Aug 2019)	Actual (July 2018 – June 2019)	Forecast (Sept 2019 – Aug 2020)
Nil	<b>N/A</b>		<b>N/A</b>
<b>Total</b>			

**Note:** *There is no FFB received from another certified unit.*

**9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable**

Independent FFB Supplier	Tonnage / year		
	Estimated (Sept 2018 – Aug 2019)	Actual (July 2018 – June 2019)	Forecast (Sept 2019 – Aug 2020)
MSAE	62,876.55	51,991.84	64,454.50
LUJE	21,174.10	10,926.79	11,657.67
Indotruba	-	56.58	0
LGGE (Lenggana Estate)	-	95.33	0
PRDE (Perdana Estate)	-	153.69	0
SMNE (Semandau Estate)	-	257.30	0
<b>Total</b>		<b>63,481.53</b>	<b>76,112.17</b>

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**Note:** *Estimated and Forecast are the 12 months from the licence period.  
 Actual are the 12 months from the last audit period.*

**10. Certified Tonnage**

	<b>Estimated</b> <i>(Sept 2018 – Aug 2019)</i>	<b>Actual</b> <i>(July 2018 – June 2019)</i>	<b>Forecast</b> <i>(Sept 2019 – Aug 2020)</i>
	<b>Mill Capacity:</b> <b>80 MT/hr</b>	<b>FFB</b>	<b>FFB</b>
	359,830.92	339,184.53	377,328.29
<b>SCC Model:</b> <b>MB</b>	<b>CPO (OER: 21.50 %)</b>	<b>CPO (OER: 20,59%)</b>	<b>CPO (OER: 21.50 %)</b>
	77,363.69	69,851.90	81,125.58
	<b>PK (KER: 6.00 %)</b>	<b>PK (KER: 6.01 %)</b>	<b>PK (KER: 6,00 %)</b>
	21,589.87	20,396.40	22,639.70

**Note:** *Estimated and Forecast are the 12 months from the licence period.  
 Actual are the 12 months from the last audit period.*

**11. Actual Sold Volume (CPO) (July 2018 – June 2019)**

	<b>RSPO Certified</b>	<b>Other Schemes Certified</b>		<b>Conventional</b>	<b>Total</b>
		<b>ISCC</b>	<b>RSB</b>		
<b>CPO (MT)</b>	1,502.26	60,285.66	0	0	61,787.92

**12. Actual Sold Volume (PK) (July 2018 – June 2019)**

	<b>RSPO Certified</b>	<b>Other Schemes Certified</b>		<b>Conventional</b>	<b>Total</b>
		<b>ISCC</b>	<b>RSB</b>		
<b>PK (MT)</b>	16,994.94	0	0	0	16,994.94

**13. Actual Group certification Claims**

	<b>Credit</b>	<b>Physical Volume (MT)</b>
<b>IS-CSPO</b>	N/A	N/A
<b>IS-CSPKO</b>		
<b>IS-CSPKE</b>		

## Section 2: Assessment Process

### Certification Body:

BSI Services Malaysia Sdn Bhd,  
(ASI Accreditation Number: ASI-ACC-067)  
Suite 29.01 Level 29 The Gardens North Tower,  
Mid Valley City Lingkaran Syed Putra,  
59200 Kuala Lumpur  
Nicholas Cheong: [Nicholas.Cheong@bsigroup.com](mailto:Nicholas.Cheong@bsigroup.com)  
[www.bsigroup.com](http://www.bsigroup.com)

BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 180 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Jakarta and Australia which involve in RSPO Certification Program.

### 2.1 Assessment Methodology, Programme, Site Visits

The on-site initial assessment was conducted from 15 – 19 July 2019. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criteria 2013, Indonesia National Interpretation 2016 and RSPO Supply Chain Certification Standard 2017 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base.

- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula  $N = (0.8\sqrt{y}) \times (z)$  where y is the number of estates and where z is the multiplier defined by risk assessment
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula  $(0.8\sqrt{y}) \times (z)$ ; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.



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Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.5.

All the previous nonconformities are remains closed. The assessment findings for the initial assessment/annual surveillance assessment are detailed in Section 3.4.

This report is structured to provide a summary of assessment finding as attached in the Appendix A. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

For Initial and Re-certification assessment, the report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

**The following table would be used to identify the locations to be audited each year in the 5 year cycle**

<b>1. Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (RAV) 06/2017</b>	<b>Year 2 (ASA 1.1) 06/2018</b>	<b>Year 3 (ASA 1.2) 06/2019</b>	<b>Year 4 (ASA 1.3) 06/2020</b>	<b>Year 5 (ASA 1.4) 06/2021</b>
Hanau POM	x	x	x	x	x
Hanau Estate	x	x	x	x	x
Tasik Mas Estate		x	x	x	x
Tanjung Paring Estate	x	x	x	x	x
Langadang Estate		x	x	x	x

**Tentative Date of Next Visit: July 6, 2020 - July 11, 2020**

**Total No. of Mandays: 21.5 Mandays** (onsite audit 16 mdy, Preparation including stakeholder consultation & notification 1.5 mdy, public summary report 2 mdy, certification review 1 mdy, external independent review 1 mdy)

**2.2 BSI Assessment Team:**

Team Member Name	Role	Qualifications <i>(Short description of the team members)</i>
Mujinius Jalaraya	Lead Assessor	He hold Bachelor degree from Faculty of Forestry, Bogor Agricultural University (IPB) in 2008, Majoring in Forest Resources Conservation and Ecotourism. He have a working experience in palm oil plantations as SHE Assistant at PT. Astra Agro Lestari Tbk in 2008 - 2012 and as Supervisor Sustainability at Teladan Prima Group in 2012 – 2014. He involved in RSPO certification since 2014 as a team member subsequently as a Lead Auditor. He has completed the training, such as: Lead Auditor ISO 9001: 2008 course, Lead Auditor ISPO course, Lead Auditor RSPO endorsed course, RSPO SCCS Lead Auditor endorsed course, HCV Identification and management, Internal Auditor ISO 14001: 2004 Training, Training for Trainers, OHS Expert Training, etc. He is fluently speaking in English and Bahasa Indonesia. During this assessment, he assessed on the aspects of Legal, Environmental management and monitoring, OHS management and HCV management and monitoring.
Eko Purwanto	Assessor Team Member	Eko Purwanto graduated as Bachelor of Forestry from Forest Conservation Department, Faculty of Forestry, Bogor Institute of Agriculture (IPB) in 2001. He has working experience at Oil Palm Plantation in East Kalimantan since 2003 to 2012, the last position was Estate Manager. He has implementing good agricultural practice including integrated pest management and limited pesticides uses. He has completed lead auditor training courses for RSPO P&C (2013), ISO 9001:2008 (2012), ISO 14001:2004 (2013), ISPO (2012) and RSPO SCC (2012). He has also completed training course of ISO 14001 (2012), Minaut Indonesia (2011) and Introduction to HCV Toolkit HCV (2011). For the last 2 years, he has been involved in quality (ISO 9001) management system audits for very broad industrial and involved in Indonesia Sustainable Palm Oil (ISPO) audit for several plantations and mills since October 2012. During this assessment, he assessed on the aspects of mill and estate best management practices and supply chain for CPO mills.
Edy Widodo	Assessor Team member	Edy Widodo graduated as bachelor of the Faculty of Agriculture, Department of Agricultural Technology, University of Padjadjaran, Bandung. Earlier he worked as an Assistant Estates Manager in PT SMART Tbk. (1999 to 2005). He is the Lead Auditor for ISO 9001: 2008. He has working experience in the industrial sector and audit Plantation, and also the processing industry and agricultural mechanization. He is also the ISPO auditor who has obtained a certificate from the ISPO Commission, Ministry of Agriculture of Indonesia, on February 2013. He had got a certificate of training on Understanding ISO 14001: 2004 & Auditing ISO 14001: 2004 in 2013. He also had joined RSPO P&C training (2013) and also Course RSPO Lead Auditor 2016 - RSPO Endorsed RSPO Supply Chain Certification Training Course on April 2016. During this assessment, he assessed on the aspects of social and labor and stakeholder consultation.

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Yudwi Wisnu Rahmanto (YWR)	Assessor Team Member	Bachelor of Forestry, University of Gadjah Mada graduated in 2006. He worked at Certification Body as an Auditor for last 9 years and has involved in auditing activities with various certification schemes. Selected training which have been followed, such as RSPO Endorsed Lead Auditor Training Course, RSPO NEXT, ISPO Auditor/Lead Auditor Course, Quality Management System (QMS) ISO 9001:2015 Auditor/Lead Auditor Course, GIS-Basic Mapping and Spatial Analysis, Timber Legality Assurance System (SVLK), Verification Organization Training C.A.F.E Practices (Starbucks), UTZ Programme and others internal training programs. He has involved in auditing activities, such as Sustainable Forest Management by FSC FM/COC Scheme, Sustainable Palm Oil by RSPO and ISPO Scheme, Coffee And Farmer Equity (C.A.F.E Practices) Starbucks, Organic Standard (EU, NOP, JAS) for Coffee Farmers and Organic Exchange for Textile. During the assessment he assigned to verify legal and land dispute aspects.
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**Accompanying Persons:** Nil

**2.3 Assessment Plan**

The Assessment plan was sent to the client prior to the assessment (attached assessment plan).

RSPO Annual Surveillance 2 (ASA 1.2) Assessment Plan PT Tapian Nadenggan – Hanau POM & Its Supply Bases

Date	Time	Subjects	MJ	EW	YR	EP
Monday 15/07/2019	06.00 – 08.00	Travel from Jakarta – Pangkalan Bun	√	√	√	√
	08.30 – 11.30	Travel from Pangkalanbun – Hanau POM	√	√	√	√
	12.00 – 14.00	Break	√	√	√	√
	14.00 – 14.30	<b>Opening Meeting</b> Presentation by PT. Tapian Nadenggan – Hanau Palm Oil Mill Presentation by PT BSI Group Indonesia	√	√	√	√
	14.30 – 17.00	<b>Document Review: Tasik Mas Estate</b> Best management practices Agronomy, OHS implementation, EMS implementation, Social and Labour, HCV MM, Continual improvement, etc.	√	√	√	√
	15.00 – 16.00	<b>Interview with Committee Gender &amp; Labor Union of Mill &amp; Estate</b>		√		
Tuesday 16/07/2019	08.00 – 12.00	<b>Field Visit Tasik Mas Estate:</b> Herbicide application programmes, harvesting, fertilising operations, water management, road maintenance, terracing, etc. HCV management and monitoring.	√	√		

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		Agrochemical stores, Fertilizer store, Workshops, housing, landfill, clinic, Hazardous Waste Boundaries inspection, worker interviews, social amenities, etc.				
		<b>Field Visit Hanau Estate:</b> Herbicide application programmes, harvesting, fertilising operations, water management, road maintenance, terracing, etc. HCV management and monitoring. Agrochemical stores, Fertilizer store, Workshops, housing, landfill, clinic, Hazardous Waste Boundaries inspection, worker interviews, social amenities, etc.			√	√
	11.00 – 12.00	<b>Interview with Local Community, Village Head, Public Figure</b>		√		
	12.00 –14.00	Break, Lunch	√	√	√	√
	14.00 – 17.00	<b>Document Review: Hanau Estate</b> Best management practices Agronomy, OHS implementation, EMS implementation, Social and Labour, HCV MM, Continual improvement, etc.	√	√	√	√
Wednesday, 17/07/2019	08.00 – 12.00	<b>Field Visit Tanjung Paring Estate:</b> Herbicide application programmes, harvesting, fertilising operations, water management, road maintenance, terracing, etc. HCV management and monitoring. Agrochemical stores, Fertilizer store, Workshops, housing, landfill, clinic, Hazardous Waste Boundaries inspection, worker interviews, social amenities, etc.	√	√		
		<b>Stakeholder consultation</b> Interview with: BLH, BPN, Disbun, Disnakertrans Kab. Seruyan		√		
		<b>Field Visit Langadang Estate:</b> Herbicide application programmes, harvesting, fertilising operations, water management, road maintenance, terracing, etc. HCV management and monitoring. Agrochemical stores, Fertilizer store, Workshops, housing, landfill, clinic, Hazardous Waste Boundaries inspection, worker interviews, social amenities, etc.			√	√
	12.00 –14.00	Break, Lunch	√	√	√	√
	14.00 – 17.00	<b>Document Review Tanjung Paring Estate:</b>	√	√	√	√

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		Best management practices Agronomy, OHS implementation, EMS implementation, Social and Labour, HCV MM, Continual improvement, etc.				
Thursday 18/07/2019	08.00 – 12.00	<b>Document Review Langadang Estate:</b> Best management practices Agronomy, OHS implementation, EMS implementation, Social and Labour, HCV MM, Continual improvement, etc.	√	√	√	√
	12.00 –14.00	Break, Lunch	√	√	√	√
	14.00 – 17.00	<b>Hanau Palm Oil Mill</b> <b>Field Visit and Document Review:</b> Inspection of processing, warehouse, workshop, mill wastes management, Effluent Ponds, OHS, Environment issues, POME application, workers interview, Review on SEIA documents and records, Document review, etc.	√	√	√	√
		RSPO Supply Chain for CPO Mill				√
Friday, 19/07/2019	08.00 – 11.00	<b>Continue Document Review Mill and Estate</b> Best management practices Agronomy, OHS implementation, EMS implementation, Social and Labour, HCV MM, Continual improvement, etc. Inspection of processing, warehouse, workshop, mill wastes management, Effluent Ponds, OHS, Environment issues, POME application, workers interview, Review on SEIA documents and records, Document review, etc. RSPO Supply Chain for CPO Mill	√	√	√	√
	11.00 – 14.00	Ishoma, Break	√	√	√	√
	14.00 -15.00	Preparing Closing Meeting	√	√	√	√
	15.00 – 16.00	Closing Meeting	√	√	√	√
	16.00 – 18.00	Traveling Hanau – Pangkalan Bun & stay in Pangkalan Bun	√	√	√	√
Saturday, 20/07/2019	07.30 – up	Traveling Pangkalan Bun - Jakarta	√	√	√	√

The BSI auditor team comprise of the following members.

	Name	Role	Assessment aspects
1	Mujinius Jalaraya <b>(MJ)</b>	Team Leader	Best management practice in Estate, HCV, Partial Certification, interview workers (Fluent in Bahasa, English and local language).
2	Edy Widodo <b>(EW)</b>	Team member	Social and labour aspect, interview workers, internal and external stakeholders consultations. (Fluent in Bahasa, English and local language).
3	Yudwi Wisnu Rahmanto <b>(YR)</b>	Team member	Environmental & OHS aspect, interview workers. (Fluent in Bahasa, English and local language).
4	Eko Purwanto <b>(EP)</b>	Team member	Supply chain for CPO Mills, Mill Best management Practice, interview workers (Fluent in Bahasa, English and local language).

### Section 3: Assessment Findings

#### 3.1 Normative requirement applied for this assessment:

- PT Tapian Nadenggan Time Bound Plan
- RSPO Group Certification Standard 2016 Checklist
- RSPO P&C INA-NIWG 2016 Checklist
- RSPO Supply Chain Certification Checklist June 2017
- RSPO P&C 2013 Generic Checklist

#### 3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance
<b>Summary of the Time Bound Plan</b>		
Does the plan include all subsidiaries, estates and mills?	<p>PT. Tapian Nadenggan has explained the certification plan for all of its subsidiaries; indicating all palm oil mills, company-owned estates and scheme smallholder as the supply base.</p> <p>There is one Estate as part of PT Tapian Nadenggan - Hanau POM Supply bases namely Medang Sari Estate which still in progress of HGU. The company planed to be certified in 2018 if the HGU has issued by government (BPN).</p>	Comply
<p>Is the time bound plan challenging?</p> <ul style="list-style-type: none"> <li>• Age of plantations.</li> <li>• Location.</li> <li>• POM development</li> <li>• Infrastructure.</li> <li>• Compliance with applicable law.</li> </ul>	<p>The time bound plan is challenging. PT. Tapian Nadenggan demonstrate progress overtime.</p> <p>The age of plantation was generally mature. All of plantation has been incorporated with palm oil mill to process the FFB produced.</p> <p>The location of plantations were covering three provinces in Sumatera Utara Province, Riau Province and Central Kalimantan Province – Indonesia.</p>	Comply
Have there been any changes since the last audit? Are they justified?	No, there were no changes in certification timebound plan.	Comply
If there have been changes, what circumstances have occurred?	There were no changes in certification timebound plan. For another unit which Mill is not constructed yet, company keeps the activities of plantation in accordance with its license.	Comply
Have there been any stakeholder comments?	No any comments from stakeholder.	Comply
Have there been any newly acquired subsidiaries?	There are no newly acquired subsidiaries.	Comply

<p>Have there been any isolated lapses in implementation of the plan?</p>	<p>No isolated lapses. Company managed to demonstrate commitment to certify all of palm oil mill and supply base.</p>	<p>Comply</p>
<p><b>Un-Certified Units or Holdings</b></p>		
<p>Did the company conduct an internal audit? If so, has a positive assurance statement been produced?</p>	<p>Yes. Uncertified units has conducted an internal audit by sustainability team as an internal auditor. Internal audit conducted for uncertified holdings e.g:</p> <ul style="list-style-type: none"> <li>- PT Kresna Duta Agroindo - Pelakar Mill, internal audit on 23 – 27 October 2017.</li> <li>- PT Smart Tbk – Bukit Kapur Mill, internal audit on 4 – 8 December 2017</li> <li>- PT Kresna Duta Agroindo – Rantau Panjang Mill, Rantau Panjang Estate and Rantau Panjang KKPA internal audit on 18 – 21 December 2017</li> <li>- PT Kresna Duta Agroindo – Gunung Kongbeng Mill, Gunung Kongbeng KKPA, internal audit on 6 – 10 February 2017</li> </ul>	<p>Comply</p>
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> <li>• Primary forest.</li> <li>• Any area identified as containing High Conservation Values (HCVs).</li> <li>• Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3.</li> </ul>	<p>Company has follow the RSPO procedures including new planting after November 2005, there is no replacement of Primary forest, any area identified as containing High Conservation Values (HCVs), any area required to maintain or enhance HCVs in accordance with RSPO.</p> <p>Planting area in 2005 – 2007 at Tanjung Paring Estate and Langadang Estate PT Tapan Nadenggan included in The Remediation and Compensation Procedure. PT. Tapan Nadenggan has submitted Land Use Change Analysis Report to the RSPO in December 2015 and responded by RSPO. It was explained that for the management unit with non-complaint land clearing which has been certified (by right they should not be certified in the first place), as long as they have submitted complete Land Use Change Analysis, they are allowed to proceed with surveillance audit. To be in compliance with Remediation and Compensation Procedure, November 2015; company updated the LUC analysis and sent to the ERWG-RSPO on 4<sup>th</sup> May 2018 and has been received by RSPO. According to the email from RSPO, currently the status of LUCA PT Tapan Nadenggan – Central Kalimantan is under review by RSPO.</p>	<p>Comply</p>
<p>Any new plantings since January 1<sup>st</sup> 2010 must comply with the RSPO New Plantings Procedure.</p>	<p>For any new plantings since January 1<sup>st</sup> 2010, company has follow and conducted the RSPO New Plantings Procedure, e.g:</p> <ul style="list-style-type: none"> <li>- PT Satya Kisma Usaha – Sungai Bengkal Mill has submit NPP notification and approval RSPO on 26 August 2013</li> <li>- PT Tapan Nadenggan – Jakluay Mill has submit NPP notification and approval RSPO on 19 August 2013</li> </ul>	<p>Comply</p>
<p>Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or</p>	<p>FPIC and Land compensation was conducted prior to land acquisition and any Land conflicts are being resolved through a mutually agreed process.</p>	<p>Comply</p>

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Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.		
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	No labor dispute noted. This was based on stakeholder interview with worker union in each company. In addition, audit team found the same based on stakeholder interview with "Dinas Tenaga Kerja" on each regency audited.	Comply
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Yes. Uncertified company conducted internal audit annually.	Comply
Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	Yes, company has resolved any Legal non-compliance in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	Comply

**3.3 Progress of scheme smallholders and/or outgrowers**

<b>Progress of scheme smallholders or outgrowers towards compliance with relevant standards</b>		
<b>Requirement</b>	<b>Remarks</b>	<b>Compliance</b>
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?  OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.	There is no scheme smallholder or associated smallholder in PT Tapian Nadenggan – Hanau POM.	Comply

**3.4 Details of findings**

The nonconformity is listed below. The summary report of the assessment by criteria is listed in Appendix A.

During the Annual Surveillance Assessment 2 (ASA 1.2) there were no nonconformities raised, auditor note the opportunity for improvement for company. PT Tapian Nadenggan – Hanau POM Certification unit has consistently implementing the RSPO P & C accordingly. The implementation of the corrective action plans to address the minor nonconformity has been verified during surveillance assessment and found effectively addressed and th status of minor non conformity has been Closed (see in section 3.4.1).

<b>Opportunity for Improvements</b>	
<b>OFI #</b>	<b>Description</b>
<b>OFI 1</b>	Consideration of fatigue as a factor or source impact of risk in several activity at Palm Oil Mill.



Positive Findings	
PF #	Description
PF 1	

### 3.4.1 Status of Nonconformities Previously Identified and Observations

During Annual Surveillance Assessment 1 (ASA 1.1) there is no Major or Minor nonconformities raised. PT. Tapian Nadenggan – Hanau POM Certification unit has consistently implementing the RSPO P & C INA NI 2016 accordingly. The monitoring and evaluation of previous nonconformity has addressed consistently.

Opportunity for Improvement	
OFI#	Description
OFI 1	

Positive Findings	
PF #	Description
PF 1	Company has made the continual improvement of best management practise both in Mill and Estate.

### 3.4.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
2016 – 01	Major	25/07/2016	CLOSED on 01/10/2017
2016 – 02	Major	25/07/2016	CLOSED on 01/10/2017
2016 – 03	Minor	25/07/2016	CLOSED on 01/10/2017
2016 – 04	Major	25/07/2016	CLOSED on 01/10/2017
1529140-201709-M1	Major	14/09/2017	CLOSED on 31/10/2017
1529140-201709-M2	Major	14/09/2017	CLOSED on 31/10/2017

### 3.5. Stakeholders Consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss PT Tapian Nadenggan – Hanau POM Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each

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of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as below.

<b>List of Stakeholders Contacted</b>	
<p><b>Internal Stakeholders</b></p> <ul style="list-style-type: none"> <li>Workers (fertilizing, spraying, mill processing, workshop).</li> </ul>	<p><b>Union/Contractors/Local Communities</b></p> <p>Union Labor and Gender Committee Tanjung Paring Estate, Tasik Mas Estate, Hanau Estate and Langadang Estate.</p> <p>Local community and villagers:            Head of Sandul Village, Bpk. A. Ayadin            Head of Penimba Raya Village, Bpk. Sukarto            Secretary of Tanjung Paaring Village, Bpk. Hatmir</p>
<p><b>Government Departments</b></p> <ol style="list-style-type: none"> <li>Dinas Tenaga Kerja dan Transmigrasi Kabupaten Seruyan (Manpower and Transmigration Office – Seruyan Regency) – Bpk. Viktor (Head of Disnakertrans).</li> <li>Dinas Lingkungan Hidup Kabupaten Seruyan (Environmental Office – Seruyan Regency).</li> <li>Dinas Pangan &amp; Pertanian Kabupaten Seruyan (Food and Agriculture Service – Seruyan Regency).</li> </ol>	<p><b>NGO</b></p> <p>Invitation letter to give the input/comment was sent to NGO.</p>

<b>IS #</b>	<b>Description</b>
<b>1</b>	<p><b>Feedbacks:</b></p> <p><b>Dinas Tenaga Kerja dan Transmigrasi Kabupaten Seruyan (Manpower and Transmigration Office – Seruyan Regency) – Bpk. Viktor (head of Disnakertrans)</b></p> <p>PT Tapian Nadenggan – Hanau POM has compiled a document of compulsory report of Manpower annually and submitted to the Manpower Office of Seruyan Regency. Reporting also to the manpower office of Central Kalimantan Province, for example: Heavy equipment operator, transportation equipment, lever, steam vessel and others have licenses as operator (SIO) and also the Company has conducted periodic inspection of special equipment used Steam, Pressure Vessel) in accordance with applicable regulations.</p> <p><u>Working Norms:</u></p> <ol style="list-style-type: none"> <li>The Company has made minimum wage payment in accordance with Central Kalimantan Governor’s Decree Letter No. 40/2017, dated 21 November 2017, about Sectoral Minimum Pay on Seruyan Regency Central Kalimantan Province’s on 2018 is Rp 2,675,500, -.</li> <li>All employees have the status of permanent workers (SKUH and SKUB) were included in the program BPJS Ketenagakerjaan and BPJS Kesehatan. Reporting Obligation of Manpower for the Period of 2017-2018 has been reported.</li> <li>There are no reports related to neither the use of female laborers at night nor the use of child labor (The plantation sector is the worst sector against the use of female laborers at night and the use of child labor) and underage workers (18 years).</li> </ol> <p><u>OHS Norms:</u></p> <ol style="list-style-type: none"> <li>The Company has established the P2K3 organizational structure and has been authorized by the Central Kalimantan Provincial Manpower Office.</li> </ol>

	<p>b. The company has realized the provision of PPE for its employees but the consistency of the use of PPE by the workers needs to be improved.</p> <p>c. The Company has conducted periodical health checks for all workers, especially workers working at hazardous stations including sprayers and fertilizers.</p> <p>d. Company has a policy of workers union freedom. There is Labor Union in PT Tapian Nadenggan - Hanau, namely "Serikat Pekerja Pertanian dan Perkebunan - Serikat Pekerja Seluruh Indonesia" Indonesia Plantation and Agriculture Worker Union.</p> <p><u>Suggestion:</u></p> <ul style="list-style-type: none"> <li>- There is an application of the shift system in the Security Unit (SATPAM) which is still being debated.</li> </ul> <p><b>Management Responses:</b></p> <ul style="list-style-type: none"> <li>- Implementation of working hours 3 shifts of security guard with rotating holidays referring to Law no. 13/2003 Article 77 and the Joint Decree of the Minister of Manpower and the National Police Number KEP.275 / Men / 1989 concerning Regulations on Working Hours, Shift and Security Guard Break Hours.</li> <li>- Previously, the security guard's working time is 3 shifts with working days Monday - Saturday and Sunday work entry which is calculated as overtime on holidays.</li> <li>- The rejection of the security guard on the grounds that the opportunity for overtime on Sundays (employee holidays) no longer exists, then the income from overtime wages is reduced. Security guards want to continue working overtime on Sundays.</li> <li>- Bipartite meeting to explain the implementation of the 3 shift system working time with rotating holidays already done 2 times, namely at the Bipartite meeting on May 7 2018: security guards request that the company present the Manpower Office of Seruyan Regency to provide explanations from the side of the rules of negotiation. The company will continue to implement the 3 shift system working time with a roster.</li> </ul> <p><b>Audit Team Findings:</b></p> <ul style="list-style-type: none"> <li>- The Company has taken action in accordance with well-defined procedures and persuasive approach, so there is no turmoil. Application of 3 shifts to the security guard so that it can be re-socialized until it is truly understood, for this to be seen in the next audit.</li> <li>- With respect to wages, the use of PPE and SIO, the company has implemented in accordance with relevant regulations and regulations.</li> </ul>
<p><b>2</b></p>	<p><b>Feedbacks:</b></p> <p><b>Dinas Ketahanan Pangan &amp; Pertanian Kabupaten Seruyan (Food and Agriculture Service – Seruyan Regency) – Bpk. Abidin (Head of DKPP)</b></p> <ul style="list-style-type: none"> <li>a. In general, communication between company and "Dinas Ketahanan Pangan &amp; Pertanian Kabupaten Seruyan" has went well.</li> <li>b. PT. Tapian Nadenggan has obtained "Izin Usaha Perkebunan (IUP)".</li> <li>c. PT. Tapian Nadenggan has send "Laporan Perkembangan Usaha Perkebunan (LPUP) for first, second and fourth quarter of year 2018 to relevant authorities: "Bupati Seruyan", Dinas Ketahanan Pangan dan Pertanian Kabupaten Seuyan" in accordance to "Bukti penyerahan dokumen LPUP".</li> <li>d. PT. Tapian Nadenggan has obtained "Penilaian Kelas Kebun II".</li> <li>e. FFB price was determined from "Dinas Perkebunan Propinsi Kalimantan Tengah" on monthly basis.</li> <li>f. No complaint reported and/or noted by "Dinas Perkebunan Propinsi Kalimantan Tengah" related to mill and estate operational activities.</li> </ul> <ul style="list-style-type: none"> <li>- <b>Suggestion:</b>PT Tapian Nadenggan can prepare related to the Plasma program based on Law no. 39/2014 no later than the end of October 17 2019.</li> <li>- Can consider to be able to receive FFB from the community of oil palm farmers around the PT TN Plantation.</li> </ul>



	<p><b>Management Responses:</b></p> <ul style="list-style-type: none"> <li>- Basically PT Tapan Nadenggan will be able to realize the cooperation of community plasma plantations if the available land is clean and clear (non peat, non conservation area, non forest area and non carbon stock area), clear of land title and land owner. In terms of providing land for plasma is the authority of the Government and the community. PT Tapan Nadenggan has taken the initiative to encourage the community to propose a plasma area and conduct an in-depth survey and also make feasibility analysis. The area that had been proposed was located in Panimba Raya Village, but the area was peat and sandy so it was not feasible for plasma oil palm plantations.</li> <li>- Management will pay attention related to the receipt of FFB from the farmers community around the Hanau Plantation. Hanau POM has been established since 2000 and the capacity of FFB process is adjusted to the estimated own FFB production from estate. During the development of Hanau POM there is no surrounding community plantation so that Hanau POM cappacity process is design only to process own FFB from own estate.</li> </ul> <p><b>Audit Team Findings:</b>          Audit team will continue to monitor PT Tapan Nadenggan related to Plantation management and monitoring performance.</p>
<p><b>3</b></p>	<p><b>Feedbacks:</b>  <b>Dinas Lingkungan Hidup Kabupaten Seruyan (Environmental Office – Seruyan Regency)</b></p> <ul style="list-style-type: none"> <li>- PT Tapan Nadenggan has performed the “Analisis Mengenai Dampak Lingkungan” or AMDAL (Environmental Impact Assessment /EIA).</li> <li>- Good environmental management has been done by company, eg pollution level management and emission in plantation environment (still below the quality standard), for example: waste water and air emission, reporting is done every 6 months.</li> <li>- The Company has utilized the liquid waste from palm oil mill process to be applied to the land as organic fertilizer. Company has obtained permission from the “Badan Lingkungan Hidup Kabupaten Seruyan”. Permit of land application from Seruyan Regent No.188.45/37/2015 dated 12 January 2017.</li> <li>- The Company has managed hazardous waste and has obtained temporary hazardous waste storage permit in accordance with laws and regulations. Permit on storage limited of hazardous waste as in: Keputusan Bupati Seruyan Nomor: 188.45/447/2015 dated 6<sup>th</sup> November 2015, valid until 5 years. Type of hazdous waste where stored in e.i: empty container of pesticides, medical waste, oil used, TL lamp, accu used. Duration of limited storage is 180 days.</li> <li>- There are no issue from stakeholders related to environmental pollution caused by plantation and mill operations.</li> <li>- Until now there are no environmental issues, either from the community or from NGOs</li> </ul> <p>Issue comment:          There is some RKL/RPL report was delay reported to Dinas Lingkungan Hidup Kab. Seruyan</p> <p><b>Management Responses:</b></p> <ul style="list-style-type: none"> <li>- PT Tapan Nadenggan regularly reported the RKL/RPL report to DLH Kab. Seruyan, this is evident by receipt note from DLH Kab. Seruyan. It might be another delay report from Sinarmas group Company at Seruyan regency. Receipt of RKL/RPL report has been shown to auditor.</li> <li>- LB3 temporary storage permit for 180 days.</li> <li>- Maintenance of waste pool is always done regularly a year 2 times, last done in May 2018.</li> <li>- Hanau Mill waste water was processed through a multifeedings waste water treatment ponds: four (8) active ponds with methods of anaerobic ponds. Palm Oil Mill Effluent (POME) is monitored monthly as required by permit of land application from Seruyan Regent.</li> </ul> <p><b>Audit Team Findings:</b></p>

	<p>PT Gunung Melayu has a commitment to comply with relevant regulation and during audit there is no issue regarding Environmental management and monitoring refer to AMDAL and environmental regulation. RKL-RPL report has been reported regularly to DLH Kab. Kotim, it was evident during audit through receipt from DLH.</p>
<p><b>4</b></p>	<p><b>Village Head, Public figure and Local Community (Sandul Village, Bumi Jaya Village, Kalang Village and Tanjung Rangas Village)</b></p> <ol style="list-style-type: none"> <li>a. Villagers around are ethnically Batak, Javanese, Sundanese, Banjarnese and Dayak, etc.</li> <li>b. There was no land conflict between PT Tapian Nadenggan with surrounding community.</li> <li>c. No land conflict was reported since hand-over was done in proper settlement in the beginning.</li> <li>d. In general communication and coordination between the village official and the company has been running well.</li> <li>e. The Company always responds to any problems submitted by the village government officials or from the surrounding community. Villagers have confirmed that organisation has done some positive CSR activities on their surroundings. Routinely companies provide assistance through CSR programs in the form of borrowing heavy equipment (excavators, graders and compactors), scholarships, assistance to the poor, religious facilities, etc.</li> <li>f. Access roads surrounding villages are always maintained by the company.</li> <li>g. Enclave owner has proper access to their own farm inside company's farm without any difficulties.</li> <li>h. utilisation of workforce from the surrounding villages was not adequate.</li> <li>i. Companies still utilize labor from the surrounding community with the status of Daily Workers (PHL).</li> <li>j. There were no issue from the public regarding the operational activities of companies that violate Human Rights such as the right to organize and assemble, conduct a worship in accordance with beliefs, as well as other practices of violation of human rights such as the use of mercenaries for the intimidation of workers, the human trafficking, etc.</li> </ol> <p>Comment of Suggestion:</p> <ul style="list-style-type: none"> <li>- Workforce recruitment is still not evenly distributed between regions, information on labor recruitment can be more transparent.</li> <li>- CSR programs can be discussed at MUSREMBANG at the village level, so that they can be aligned with the village program every year.</li> <li>- Company can be started for CSR programs related to education that can support the employment or entrepreneurship of oil palm plantations.</li> <li>- There is some grievances from the Kalang Village resident as security workers related to shift system implementation and hopely to turn back into the previous system.</li> <li>- Some of proposal submitted to the company has not been followed up, such as: proposal from Bumi Jaya Village related to assistance of teacher insentif, assistance of poor people housing, assistance of fire fighting equipment.</li> </ul> <p><b>Management Responses:</b></p> <ul style="list-style-type: none"> <li>- This policy has socialized to the relevant government (Manpower office) and to BHL (daily workers) from the surrounding village as well as the Trade Union. All term and condition has been explained at the time of socialization and has understood by BHL and Disnaker.</li> <li>- Company has give the information regarding employee recruitment to surrounding villagers, for example: harvesters, foremen, security guards, krani and others, PT Tapian Nadenggan issued a circular letter regarding recruitment of Harvesting Jobs on 30/1/2018 No. ##/TPRS/EXT/I/2018, addressed to Sandul Village, Tanjung Raya Village and Cc to the Batu Ampar District Head.</li> <li>- The CSR program of the company in the region has been determined for each plantation that is adjacent to the village and for the Sandul village the shade plantation is Nahiyang Village (PT Mitrakarya Agroindo).</li> </ul>

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	<p>There was also a letter from the Regent of Seruyan which reinforced the determination of the "Desa Binaan" of Seruyan Regent Letter dated 12/23/2015 No. 188-45/530/2015 concerning " Penetapan Desa Binaan Perusahaan Besar Swasta ". Associated with proposal of an annual CSR program from the company will welcome the proposal from the Village Head so that it can be run with MUSREMBANG.</p>
	<p><b>Audit Team Finding:</b></p> <ul style="list-style-type: none"><li>- It is suggested that PT Tapian Nadenggan can maintain and improve their communication with the surrounding community and villagers.</li><li>- CSR programs considered to be developed in accordance with community empowerment programs and guidance and coaching.</li><li>- The labor utilization to be prioritized to the surrounding community by referring to recruitment procedures.</li></ul>

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<b>Formal Signing-off of Assessment Conclusion and Recommendation</b>	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that PT. Tapian Nadenggan – Hanau Palm Oil Mill has complied with the RSPO P&amp;C INA NI September 2016 and RSPO Supply Chain Certification Standard (June 2017) and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of PT. Tapian Nadenggan – Hanau Palm Oil Mill is continued.</p>	
<b>Report prepared by</b>	<b>Acceptance of Assessment Conclusion</b>
<p><b>Name:</b> Mujinius Jalaraya</p>	<p><b>Name:</b> Yahya Mustakim</p>
<p><b>Company Name:</b> PT BSI Group Indonesia</p>	<p><b>Company Name:</b> PT. Tapian Nadenggan – Hanau Palm Oil Mill</p>
<p><b>Title:</b> Lead Assessor</p>	<p><b>Title:</b> Sustainability Dept. Head</p>
<p><b>Signature:</b></p> 	<p><b>Signature:</b></p>  <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p>
<p><b>Date:</b> 18 September 2019</p>	<p><b>Date:</b> 3 October 2019</p>

**Appendix A: Summary of Findings**

Criterion / Indicator	Assessment Findings	Compliance
<b>Principle 1: Commitment to Transparency</b>		
<b>Criterion 1.1:</b>		
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
<b>1.1.1</b> List of information related to criterion 1.2 that can be accessed by relevant stakeholders shall be available. - Minor compliance -	The list of information that can be accessed by relevant stakeholders has been listed in "Daftar Informasi untuk Stakeholder No.F/SMART/UMUM/SADV/004/003 rev.00", updated on 4 January 2019. This update list is available in all estate (Hanau Estate, Tasik Mas Estate, Tanjung Paring Estate and Langadang Estate) and Hanau Palm Oil Mill unit. The list of information that can be accessed by relevant stakeholders consist of: <ul style="list-style-type: none"> <li>a) Number of employee and salary payment – accesible to government bodies, BPJS, worker union and NGO;</li> <li>b) Information on Nomor Pokok Wajib Pajak and Pajak Bumi dan Bangunan – accessible to government bodies; Tax and retribution payment – accessible to government bodies;</li> <li>c) Environment document – accessible to government bodies and NGO; Establishment deed, area database, production database, manuring application – accessible to government bodies;</li> <li>d) Legal ownership of the land – accessible to government bodies and NGO;</li> <li>e) HCV Report – accessible to government bodies and NGO; Social Impact Assessment – accessible to government bodies and NGO;</li> <li>f) Community Development Program – accesible to government bodies and NGO;</li> <li>g) Health and Safety Committee Report – "Laporan Panitia Pembina Keselamatan dan Kesehatan Kerja" – accessible to government bodies;</li> <li>h) Continuous Improvement Plan document – accessible to government bodies;</li> <li>i) Human Rights Policy – accessible to government bodies and NGO;</li> <li>j) Summary report of Certification Body Certification – accesible to government bodies and NGO;</li> </ul>	Comply



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Criterion / Indicator	Assessment Findings	Compliance
	<p>k) Complaint and Grievance Document – accesible to government bodies and NGO.</p> <p>Interested parties can access all information. Provision of information to be known by Estate Manager and approved by the Regional Controller (RC). If the information is confidential, trade must go through the approval of Head Office.</p>	
<p><b>1.1.2</b></p> <p>Records of requests for information and responses to the information requested shall be available.</p> <p>- Major compliance -</p>	<p>PT. Tapan Nadenggan has established a mechanism for receiving and providing information in the procedure No. SOP/SMART/UMUM/SADV/I/004, date on 1 July 2014, regarding Communication and Consultation Procedure. List of stakeholder and types of information are updated every year or if there are changes. Unit Head (estate and mill) have the responsibility for response of the information request form stakeholders that assisted by SPO Officer; The response to requests for information by the above procedure is at least 30 days or 4 weeks. Records of requests for information and responses to the information requested available in each estate and mill unit. With the use of the log book Register of Information Requests and Responses (Buku Komunikasi dan Konsultasi dengan Stakeholder), the organization (Estate and Mill) can monitor all of the information that is communicated to stakeholders.</p> <p>Relevant department will handle all information request from stakeholder. For example: CSR department responsible for inquiry from local community, media, NGO including dispute or complaint; Human Resources Department responsible for worker consultation, worker union or government authorities related to manpower/labor issue; Purchasing Department responsibility to communicate regulations, environments, health and safety and socials requirement to all supplier.</p> <p>Sample taken from the communication log book up to July 2019, such as:</p> <p><u>Hanau POM</u></p> <ul style="list-style-type: none"> <li>▪ Dated 16 April 2019 information request from BPJS Kesehatan Office Branch Sampit, has been responded by company on 16 April 2018.</li> <li>▪ Dated 5 June 2019 information request from Disnakertrans, related P2K3 quarterly III/2018 report, has been responded by company on 5 June 2018.</li> <li>▪ Dated 26 June 2019 information request from BPJS Ketenagakerjaan Office Sampit Regency related counting contribution payment of BPJS Tenagakerja period 2018, has been responded by company on 26 June 2018.</li> </ul>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Hanau Estate</u></p> <ul style="list-style-type: none"> <li>▪ Dated 11 March 2019 request for information from BPJS-Ketenagakerjaa Office Sampit, related new labor registration, has responded on 11 march 2019.</li> <li>▪ Dated 22 April 2019 request for information from Polsek Hanau, related Fire report Period February 2019, has responded on 22 April 2019</li> <li>▪ Dated 15 May 2019 Kapolsek Hanau regarding “Permintaan personil polisi untuk mengawasi latihan” has responded by company on 17 May 2019.</li> </ul> <p><u>Tanjung Paring Estate:</u></p> <ul style="list-style-type: none"> <li>▪ Dated 2 december 2018, request for information from Sandul Village concerning assistance transport costs for the medical treatment of citizens/villagers Sandul</li> <li>▪ Dated 7 January 2019, request for information from Tanjung Rangas Village concerning assistance providing of heavy equipment for road maintenance in the village of Tanjung rangas, has responded on 11 January 2019.</li> <li>▪ Dated 12 March 2019, request for information from Motocross Club in Seruyan Regency, concerning “assistance for fund Grasstract motocross activity in Seruyan Regency” has responded by company on 25 March 2019.</li> </ul> <p><u>Langadang Estate:</u></p> <p>There are 20 request information from stakeholder, such as:</p> <ul style="list-style-type: none"> <li>▪ Dated 30 January 2019 information request from Disnaker Seruyan Regency, regarding AKAD employment Report , has responded by company on 30 January 2019.</li> <li>▪ Dated 3 June 2019, request for information from Head of Kalang Village, Camat Batu Ampar and Disnaker Seruyan Regency, regarding information about job vacancy and has responded by company on 11 June 2019.</li> <li>▪ Dated 8 July 2018, request for information from Disnaker Provincy, regarding “Laporan Pencegahan Kebakaran di Tempat Kerja”, has responded by company on 8 July 2019.</li> </ul> <p><u>Tasik Mas Estate:</u></p>	

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		<p>There are 27 request for information from stakeholder, such as:</p> <ul style="list-style-type: none"> <li>▪ Dated 29 April 2019, information request from KA Disnakertrans Seruyan Regency, regarding Laporan Tenaga Kerja PKWT and has responded on 29 April 2019.</li> <li>▪ Dated 1 March 2019, information request from the Chairman of the celebration Committee Isro Miraj Pondok II TMSE, regarding requests for assistance funds for the feast of ISRO miraj, has responded on the 8th 2019 March</li> <li>▪ Dated 18 May 2019, information request from the Derangga Village related petition/assistance funds for the Nuzulul Anniversary of the Quran, had responded on 27 may 2019.</li> </ul> <p>There is also a request for information from the government service regularly, such as:</p> <ul style="list-style-type: none"> <li>- The submission of information to the Disnakertrans Seruyan Regency in the form of P2K3 first quarter year 2019 report submitted on 10 January 2019</li> <li>- The submission of information to the Disnakertrans Seruyan Regency in the form of "Penanggulangan Kebakaran di Tempat Kerja" first quarter year 2019 report submitted on 10 January 2019</li> <li>- The submission of information to the Disnakertrans Seruyan Regency in the form of "Laporan Wajib Ketenagakerjaan" first quarter year 2019 report submitted on 4 July 2019</li> </ul> <p>Based on document verification and interview with stakeholder, confirmed that the company has been responded and followed up to all information request from stakeholder.</p>	
<p><b>Criterion 1.2:</b>            Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>			
<b>1.2.1</b>	<p>Publicly available documents shall include, but are not necessarily limited to:</p> <p>a) Land titles/user rights (Criterion 2.2)</p>	<p>Organisation documents that is generally available by the organisation. Provision of information to the relevant agencies recorded in the Register of Stakeholders Information (Daftar Informasi untuk Stakeholder) form No. F/SMART/UMUM/SADV/004/003 update on 4 January 2019. List of management documents are publicly available such as:</p> <ol style="list-style-type: none"> <li>1. Site Permit (Izin Lokasi),</li> </ol>	Comply

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<ul style="list-style-type: none"> <li>b) Occupational health and safety plans (Criterion 4.7)</li> <li>c) Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8)</li> <li>d) HCV documentation (Criteria 5.2 and 7.3)</li> <li>e) Pollution prevention and reduction plans (Criterion 5.6)</li> <li>f) Details of complaints and grievances (Criterion 6.3)</li> <li>g) Negotiation procedures (Criterion 6.4)</li> <li>h) Continual improvement plans (Criterion 8.1)</li> <li>i) Public summary of certification assessment report</li> <li>j) Human Rights Policy (Criterion 6.13).</li> </ul> <p>- Major Compliance -</p>	<ul style="list-style-type: none"> <li>2. Land Use Title (HGU),</li> <li>3. Plantation Operation Permit (IUP),</li> <li>4. Environmental and Environment Impact Analysis document (AMDAL),</li> <li>5. Environmental management and monitoring report (RKL and RPL implementation reports),</li> <li>6. HCV Assessment report,</li> <li>7. Social Impact Assessment (SIA) Report,</li> <li>8. Occupational Health and Safety Management Plan,</li> <li>9. Corporate Social Responsibility (CSR)</li> <li>10. Continuous Improvement Plan.</li> </ul> <p>Those documents were accessible and shown during this audit.</p> <p>The documented procedure was established, it's mentioning the process and responsibilities and authorities in regards responding the request on information from the public. The coverage of request on information as stated in the procedure including information on legal documents, environmental documents, social activities documents, occupational health and safety programme documents and continual improvement documents.</p>	
<p><b>Criteria 1.3:</b> Growers and millers commit to ethical conduct in all business operations and transactions.</p>		

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<p><b>1.3.1</b> There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions along with the documentation of socialisation process of the policy to all levels of the workers and operations.</p> <p>- Minor compliance –</p>	<p>PT Tapan Nadenggan has established the Policy of Principles of Business Ethics policy called "Kebijakan Etika Bisnis" dated 1<sup>st</sup> August 2014. The policy stated "Company is committed to ethical conduct in all transaction and business operation, guided by company shared values: integrity, positive attitude, commitment, continual improvement, innovation and loyalty and in line with principle of sustainable palm oil company." Further, in policy chapter 4, stated company will apply sanction to any worker involved in corruption, bribery and fraud in use of financial and other resources. It consists of five policy which can be summarized as follows:</p> <ul style="list-style-type: none"> <li>▪ Corporate practice and disseminating the shared values to all employees in all business activities.</li> <li>▪ Support the implementation of the 10 principles of UNGC in which there was core value of devices that is human rights, labour, environment and anti-corruption.</li> <li>▪ Company not provide for any tolerance of corruption in business practices that performed by employees.</li> <li>▪ Company committed to the ethical standards of behaviour in the management of all activities of business practices</li> <li>▪ Company implement good corporate governance</li> </ul> <p>This policy has disseminated to all employees and company around communities. Evidence of dissemination in the form of attendance list and minutes of socialization were available. The Policy has communicated to TMSE (Tasik Mas Estate) workers and contractor on 18 January 2019, to the workers and contractor in HNAE (Hanau Estate) on 27-28 May 2019 to workers and contractors in Tanjung Paring Estate on 12 February 2019, to workers and contractors in Langadang Estate on 7,8,9,11 March 2019 and to Hanau POM workers and contractors on 29 January 2019.</p> <p>Based on interview with sampled workers, they understand the code of ethical conduct in simple association – no corruption, no collusion and no nepotism.</p>	<p>Comply</p>
<p><b>Principle 2: Compliance with applicable laws and regulations</b></p>		
<p><b>Criterion 2.1:</b>            There is compliance with all applicable local, national and ratified international laws and regulations.</p>		

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<p><b>2.1.1</b></p> <p>Evidence of compliance with relevant legal requirements shall be available.</p> <p>- Major compliance –</p>	<p>PT Tapan Nadenggan – Hanau POM has shown the document of list legal requirement and applicable regulation and its evaluation under “Formulir Evaluasi Kepatuhan Terhadap Peraturan dan Persyaratan Lainnya”, last review on February 2019.</p> <p>The new added of legal requirement is “Peraturan Menteri Ketenagakerjaan RI nomor 05 tahun 2018 tentang Keselamatan dan Kesehatan Kerja Lingkungan Kerja”; “Peraturan Menteri Pertanian RI nomor 05/PERMENTAN/KB.410/2018 tentang Pembukaan Lahan dan atau Pengelolaan Lahan Perkebunan Tanpa Bakar”; Peraturan Menteri LHK RI Nomor P.106/MENLHK/SETJEN/KUM.1/12/2018 tentang Perubahan kedua atas Peraturan Menteri LHK Nomor P.20/MENLHK/SETJEN/KUM.1/6/2018 Tentang Jenis Tumbuhan dan Satwa Dilindungi”.</p> <p>The company has also monitored and kept the record of compliance on relevant legal requirement, such as:</p> <p><u>Hanau POM:</u></p> <ul style="list-style-type: none"> <li>- Surat Keterangan Hasil Pengujian Timbangan Jembatan (WB Line A) Nomor: 14/DPP/ML/TJ/IV/2019 dated 10 April 2019.</li> <li>- Pengesahan Pemakaian Turbin Uap Dresser Rand Nomor: 09/W.14/TU/2001 last monitoring (annually) on 08 May 2019, conducted by PJK3 PT Hacıro and endorsed by Manpower Agency in Seruyan Regency.</li> <li>- Akte Idzin Ketel Uap I No: 18/W14-KW/A.0033A last monitoring (each 2 year) on 18 – 21 March 2019, conducted by PJK3 PT Hacıro and endorsed by Manpower Agency in Seruyan Regency.</li> <li>- Sertifikat Penggunaan Instalasi Penyalur Petir Nomor: 13/ST-IPP/KT/2002, last monitoring (each 2 year) on 8 May 2019, conducted by PJK3 PT Hacıro and endorsed by Manpower Agency in Seruyan Regency.</li> </ul> <p><u>Langadang Estate:</u></p> <ul style="list-style-type: none"> <li>– Pengesahan Penggunaan Pesawat Angkat dan Angkut Traktor MF5355 4WD (MF-03) Nomor 566/588.4/NAKTRAN/IV/2011, last monitoring (annually) on 08 May 2019, conducted by PJK3 PT Hacıro and endorsed by Manpower Agency in Seruyan Regency.</li> <li>– Pengesahan Penggunaan Pesawat Angkat dan Angkut Traktor MF390 (MF-02) Nomor 566/588.2/NAKTRAN/IV/2011, last monitoring (annually) on 08 May 2019, conducted by PT Hacıro and endorsed by Manpower Agency in Seruyan Regency.</li> </ul>	<p>Comply</p>

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	<ul style="list-style-type: none"> <li>- Pengesahan Penggunaan Pesawat Angkat dan Angkut Road Compactor Sakai Heavy Industries Ltd Nomor 566/588.1/NAKTRAN/IV/2011, last monitoring (annually) on 08 May 2019, conducted by PT Hacıro and endorsed by Manpower Agency in Seruyan Regency.</li> <li>- Pengesahan Penggunaan Pesawat Angkat dan Angkut Excavator Kubota U-50-5 Nomor 566/12/DISNAKERTRANSPAR/IV/2014, last monitoring (annually) on 08 May 2019, conducted by PT Hacıro and endorsed by Manpower Agency in Seruyan Regency.</li> </ul> <p><u>Tasik Mas Estate:</u></p> <ul style="list-style-type: none"> <li>- Pengesahan Pemakaian Pesawat Angkat Angkut Tractor Messy Fergusson (MF-3) Nomor: 566/1297.5/NAKTRAN/X/2010 dated 23 October 2010. Last monitoring on 08 May 2019 was conducted by PT Hacıro and endorsed by Manpower Agency in Seruyan Regency</li> <li>- Pengesahan Pemakaian Pesawat Angkat Angkut Traktor New Hollan TD-90 Nomor: 566/109/DISNAKERTRANSPAR/VI/2013 dated 19 June 2013. Last monitoring on 08 May 2019 was conducted by PT Hacıro and endorsed by Manpower Agency in Seruyan Regency</li> <li>- Pengesahan Pemakaian Pesawat Angkat Angkut Traktor New Holland TT-55 Nomor: 566/21/DISNAKERTRANSPAR/VI/2012 dated 11 June 2012. Last monitoring on 08 May 2019 was conducted by PT Hacıro and endorsed by Manpower Agency in Seruyan Regency</li> <li>- Pengesahan Pemakaian Bejana Tekan (Compressor) Nomor: 566/1296.4/NAKTRAN/X/2010 dated 19 October 2010. Last monitoring on 08 May 2019 was conducted by PT Hacıro and endorsed by Manpower Agency in Seruyan Regency</li> </ul> <p><u>Tanjung Paring Estate:</u></p> <ul style="list-style-type: none"> <li>- Pengesahan Pemakaian Pesawat Angkat Angkut Tractor Messy Fergusson (MF-3) Nomor: 566/587.5/NAKTRAN/IV/2011 dated 25 April 2011. Last monitoring on 08 May 2019 was conducted by PT Hacıro and endorsed by Manpower Agency in Seruyan Regency</li> <li>- Pengesahan Pemakaian/Penggunaan Bejana Tekan (Compressor) Nomor: 566/1296.11/NAKTRAN/X/2010 dated 19 October 2010. Last monitoring on 08 May 2019 was conducted by PT Hacıro and endorsed by Manpower Agency in Seruyan Regency</li> </ul>	

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	<ul style="list-style-type: none"> <li>- Pengesahan Pemakaian Pesawat Angkat Angkut Road Greader Type 120 H Catterpillar Nomor: 566/587.1/NAKTRAN/IV/2011 dated 25 April 2011. Last monitoring on 08 May 2019 was conducted by PT Hacıro and endorsed by Manpower Agency in Seruyan Regency</li> <li>- Pengesahan Pemakaian Pesawat Angkat Angkut Excavator PC 200-8Mo Komatsu Nomor: 560.566/192/WAS-KK-WIL.II/PAA/VIII/2017 dated 21 August 2017. Last monitoring on 08 May 2019 was conducted by PT Hacıro and endorsed by Manpower Agency in Seruyan Regency</li> <li>- Pengesahan Pemakaian Pesawat Angkat Angkut Traktor – Kubota L3608 (MNTR-01) Kubota Nomor: 560.566/190/WAS-KK-WIL.II/PAA/VIII/2017 dated 21 August 2017. Last monitoring on 08 May 2019 was conducted by PT Hacıro and endorsed by Manpower Agency in Seruyan Regency</li> <li>- Pengesahan Pemakaian/Penggunaan Motor Diesel Nomor: 560/607.3/NAKTRAN/VII/2008 dated 29 July 2008. Last monitoring on 08 May 2019 was conducted by PT Hacıro and endorsed by Manpower Agency in Seruyan Regency</li> </ul>	
<p><b>2.1.2</b></p> <p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance –</p>	<p>PT Tapian Nadenggan has established procedure to comply with relevant legal requirements, as in "SOP Pemenuhan Peraturan dan Persyaratan Lainnya No.SOP/SMART/UMUM/SADV/I/002" dated 1 July 2014. The procedure composed of several steps: Identification of legal requirements and other applicable requirements, carried out by Sustainability Division (national level) and SPO Officer (regional level).</p> <ul style="list-style-type: none"> <li>- Collecting and update of legal requirement carried out by SPO Officer PSM.</li> <li>- Preparing list of legal requirements, classified based on relevant aspect (environment, health and safety, biodiversity, social-manpower, best practices, etc.) and based on hierarchy.</li> <li>- Distribution of legal requirements list carried out by SPO Officer Region.</li> <li>- Evaluation of compliance, against all relevant legal (and other) requirements carried out by SPO officer unit.</li> <li>- Implementation of legal requirements carried out by all relevant departments. This recorded under "Form Evaluasi Pemenuhan Peraturan dan Persyaratan Lainnya". Different type of legal requirement sets for mill and estate.</li> <li>- In order to ensure information access of legal requirement update, staffs are assigned to prepare a contact list "Daftar Kontak Person Updating Peraturan dan Persyaratan Lainnya".</li> </ul>	<p>Comply</p>



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	Regular evaluation carried out, once a year – at minimum to ensure consistent implementation of legal compliance.	
<p><b>2.1.3</b></p> <p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance –</p>	<p>The organization has a mechanism to ensure compliance with all applicable laws and regulations compliance through procedure Regulation compliance evaluation (F/SMART/UMUM/SADV/I/002) dated 1 July 2014.</p> <p>The company also has mechanism of Internal Audit of Sustainable Palm Oil which one of the objectives is to ensure compliance of all relevant legal requirements. Latest Internal Audit conducted in 8 – 15 April 2019 by internal auditor who has received training on Sustainable Palm Oil. Internal Audit report has cover legal compliance aspect which stated in Criterion 2.1.</p> <p>Each department has to demonstrate evidence of compliance and/or effort in complying with these legal/regulatory requirements. This includes manpower regulation fulfilment, environmental reporting, health and safety reporting and other legal/regulatory requirements.</p>	Comply
<p><b>2.1.4</b></p> <p>A system for tracking any changes in the law shall be available and implemented.</p> <p>- Minor compliance –</p>	<p>The company has a procedure to track, update and comply with legal requirements, as in “SOP Pemenuhan Peraturan dan Persyaratan Lainnya No.SOP/SMART/UMUM/SADV/I/002” dated 1 July 2014. The procedure composed of several steps:</p> <ul style="list-style-type: none"> <li>- Identification of legal requirements and other applicable requirements, carried out by Sustainability Division (national level) and SPO Officer (regional level).</li> <li>- In order to ensure information access of legal requirement is up-to-date, staff are assigned to prepare a contact list “Daftar Kontak Person Updating Peraturan dan Persyaratan Lainnya”.</li> <li>- Regular evaluation carried out, once a year – at minimum to ensure consistent implementation of legal compliance.</li> </ul> <p>Records and implementation observed during audit shown that changes were well identified, and the latest legal requirements were well documented in the list of legal requirements. Contacts with regulatory body for updating legal requirements were well documented.</p> <p>SPO PSM/Officer has update the change of law and regulations referring to list of regulation under Principle and Criteria INA NI September 2016 and latest government regulation, as well as other requirements. Last</p>	Comply

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	<p>update of the regulations requirements was conducted in February 2019. Updating law and regulations changes were well documented.</p> <ul style="list-style-type: none"> <li>- During this ASA 1.2, it was noted that regulation compliance update conducted with reference on to latest government regulation, as well as other requirements from RSPO Principle and Criteria INA NI September 2016.</li> </ul>	
<p><b>Criterion 2.2:</b>            The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		
<p><b>2.2.1</b></p> <p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p> <ul style="list-style-type: none"> <li>- Major compliance -</li> </ul>	<p>This surveillance audit was conducted to hanau Mill and Esatate, Langadang Estate and Tasik Mas Estate. Documents that showing legal ownership of land tenure and the actual legal use of the land was available in the form of concession and HGU license document. Document and License Department of PT. Tapian Nadenggan keeps the original HGU documents, while Estates keep the copies of HGU certificate. Licenses document were available at Estates audited. Following are Plantation Operation Permit and HGU reviewed during this audit:</p> <ol style="list-style-type: none"> <li>1. Locations permit #1016-460.42, dated 18 October 1995, for ± 15,920 Ha, permit was given to PT. Lestari Unggul Jaya. This site permit was revised and updated with site permit #14 year 2003, this site permit mentioned that permit was transferred from PT. Lestari Unggul Jaya to PT. Tapian Nadenggan, and also mentioned in this permit that since some area are in the form of sand and then the area given in the permit was 9,100 Ha. This permit was also revised by Seruyan Regent (Bupati Seruyan) with issuance of new location permit #45 year 2004 for a total of 12,178.308 Ha.</li> <li>2. Location Permit-Izin Lokasi: no. 03.460.42 dated 29 April 2000: "Pemberian Ijin Lokasi untuk Keperluan Pembangunan Pabrik Kelapa Sawit Atas Nama PT Tapian Nadenggan di Desa Derangga, Kecamatan Hanau, Kabupaten Kotawaringin Timur Seluas 90 Ha".</li> <li>3. IUP #188.45/194/2015, dated 15 May 2015, a total of ± 17,062.11 Ha for oil palm plantation, mentioned capacity of Palm Oil Mill: 80 Ton FFB/hour and Kernel Crushing Plant (KCP) 7.5 Ton PK/hour.</li> <li>4. Forest releases permit (IPKH): #19/Kpts-II/2001, dated 30 January 2001, a total of 11,860 Ha.</li> <li>5. Forest releases permit (IPKH): #SK.846/MENLHK/SETJEN/PLA.2/9/2017, dated 12 September 2017, a total of 1,735.91 Ha.</li> </ol>	<p>Comply</p>

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	<ol style="list-style-type: none"> <li>6. SK HGU #11/HGU/BPN/2005 dated 18 february 2005, a total area of HGU given by Badan Pertanahan Nasional was 12,172.111 ha.</li> <li>7. Certificate of HGU#11 Desa Kalang, Sandul, Tanjung Rangas Sehabi dan Tanjung Paring, Kecamatan Seruyan Tengah and Hanau, Regent of Seruyan. Held by PT. Tapian Nadenggan, Tbk. Total area: 12,172.111 Ha. Already extended according to Decree from BPN #11/HGU/BPN/2005 for 35 years since 2005. (Tanjung Paring Estate, Tasik Mas Estate, Langadang Estate)</li> <li>8. SK HGU #20/HGU/BPN/99 dated 5 March 1999, a total area of HGU given by Badan Pertanahan Nasional was 4.890 ha.</li> <li>9. Certificate of HGU#14 (May, 20 2000 – May 20, 2035) Desa Pembuang Hulu I and Pembuang Hulu II and Derangga, Kecamatan Hanau, Regent of East Kotawaringin. Held by PT. Lestari Unggul Jaya. Total area: 4,890 Ha. Already extended according to Decree from BPN #20/HGU/BPN/99 for 35 years since 2000. (Hanau Estate)</li> <li>10. SK HGB #07/550/HGB/BPN.42/2004 dated 22 July 2004, HGB given by BPN Proivinsi Kalimantan Tengah for area total of 61,891 M2</li> <li>11. HGB#1 dated September 21, 2004, Desa Derangga, Kecamatan Hanau, District of Seruyan. Held by PT. Tapian Nadenggan. Total area: 61,891 M2. Already extended according to Decree from Kakanwil BPN #07/550/HGB/BPN.42/2004 for 35 years since 2004. (Hanau Mill).</li> </ol> <p>1. The total HGU area for PT. Tapian Nadenggan plantations are 17,062.111 Ha, while total planted area is 14,459.43Ha.</p>	
<p><b>2.2.2</b></p>	<p>Legal boundaries are demonstrated clearly and maintained.</p> <p>- Minor compliance -</p> <p>The company demonstrates to ensure all legal boundaries to be clearly demarcated and maintained in the form of boundary pegs. These pegs are also mapped with the relevant marker number in each estate along with GPS tracking. Based on document verification upon "Program Pemeliharaan Patok HGU Perkebunan Tasik Mas Tahun 2019; company demonstrated that company have a plan for maintenance. Latest monitoring in Tasik Mas Estate performed in July 2019.</p> <p>Conducted observation to the field and taken sample for several pegs at Tasik Mas Estate, Tanjung Paring Estate, Hanau Estate and Langadang Estate; it can be demonstrated that all the pegs is in the appropriate place and coordinate according to HGU pegs map. Legal boundaries are clearly demarcated and maintained.</p>	<p>Comply</p>

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	<p>All pegs were in good condition and maintained. Plantation activity such as upkeep and harvesting were conducted inside the border.</p> <p>Procedure of boundary pegs maintenance was described in SOP/SMART/CERS- EHS/SADV/I/004 – Maintenance of Boundary Pegs. Estates has program to maintain boundary pegs such as cleaning of pegs circle three times a year, pegs repainting twice a year and pegs repairing twice a year. The company is to ensure all operating unit consistently carry out monitoring of boundary markers regularly and this is recorded twice a year, the last maintenance performed on July 2019.</p>	
<p><b>2.2.3</b></p>	<p>In the event that there is a dispute or a dispute has occurred, adequate evidence of legitimate acquisition and compensation or compensation settlement process through conflict resolution which has been received through Free, Prior and Informed Consent by all related parties shall be provided.</p> <p>- Minor compliance -</p> <p>Based on documents review and interview with local government and local communities surrounding the company, it was noted that no any no customary land or legal rights within the company and scheme smallholders' areas.</p> <p>It was noted that there was a land claim by Surrounding community on behalf Suhardi and friend, they claimed an area of 288 ha based on Letter Number: 01/TLH/S-TRS/XI/2017 Perihal "Minta Keadilan Agar Segera Diselesaikan Hak-Hak Masyarakat Adat" Dated 25 November 2017. The company has responded to the letter by sending the letter Number: 01 / PT.TN.TMSE-ST / 12/2017 dated 14 December 2017. The company stated in the letter that it has been inspected and traced in the field, that the position of the claimed area is not within PT Tapani Nadenggan region. Mediation has taken place with several parties:</p> <ul style="list-style-type: none"> <li>- Meeting on 15 January 2018 in Danau Seluluk District between Suhardi et al with PT Tapani Nadenggan mediation by Camat danau Seluluk. Danau Seluluk subdistrict team also conducted verification on January 31, 2018 and issued "Minutes of Verification Results of Land Claim Settlement between PT Tapani Nadenggan Kebun Tasik Mas and Suhardi et al." The sub-district stated that the claim documents submitted by Suhardi only stated the statement letter from Mr. Suhardi dated November 22, 2017 and did not state that the length x width was only an area and there were no matching witnesses; witness statement does not state community land ownership, only states the area has never been compensated.</li> <li>- Plantation Land Dispute Management Team Seruyan Regency suggested to Hanau District to form a Land Dispute Settlement Verification Team and Hanau Sub-District Party formed a verification team based on "Seruyan District Head Hanau Decree Number 590/22/2018 concerning the Land Dispute Settlement Verification Team in Hanau District" on 5 September 2018 with a team of 11 people consisting of Sekcam Hanau, Head of Government Section, Police Chief, Danramil, Head of Trantib,</li> </ul>	<p>Comply</p>

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	<p>members of the Sectoral Police and Koramil, Acting Head of Village Derangga. On September 20, 2018 field verification was carried out by the Verification Team along with the company team and Suhardi et al (19 people) and the taking of coordinate points in the field of the area claimed by Suhardi.</p> <ul style="list-style-type: none"> <li>- The verification team of the Land Dispute Resolution in Hanau Subdistrict issued "Minutes of Verification Results of the Settlement of Land Claims between PT Tapian Nadenggan Kebun Tasik Mas and Mr. Suhardi et al." On December 17, 2018. Based on minute of verification it was stated that: <ul style="list-style-type: none"> <li>✓ Claim document by Suhardi et al dated 25 November 2017 there is a mismatch in the location of land where in the statement of recognition from the claimant claiming location in the village of Tanjung Paring Kec. Lake Seluluk while the location of land in the Village Derangga Kec. Hanau</li> <li>✓ There is a mismatch in the area of land where when checked the location of 488 ha while documented claims covering an area of 288.11 ha and the location of the block of land does not match the reality on the ground</li> <li>✓ In the claim statement, it does not include the total land area and boundary of a fair / equivalent (next to)</li> <li>✓ In the claim of land claiming in the name of the heir, do not attach the power of attorney of the other heirs.</li> <li>✓ In accordance with the statement that the proof of the legality of PT Tapian Nadenggan Tasik Mas Estate meets the formal requirements based on the evidence of the legality that is owned and the evidence of the compensation payment of Asam Baru Village, Derangga Village, Pembuang Hulu Village and Tanjung Paring Village and has been signed by the Village Head and PPAT in this case the sub-district head.</li> <li>✓ That the evidence file of the demands of the Suhardi group et al on 25 November 2017 with a statement from the community on 21 November 2017 and a statement of ownership of customary land signed by Suhardi et al on 22 November 2017 and a plasma sketch of PT Metco, so based on that it cannot be fulfilled for submission to PT Tapian Nadenggan Tasik Mas Estate for the land compensation process.</li> </ul> </li> <li>- Based on Agreement 4 of the Village Head In affirming the letter of the data collection team and inventory of land and planting No. 02 / Tim.Inv / 02/201 dated 12 July 2001, all claims of PT TN</li> </ul>	

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	<p>Kebun Tasik Mas have been resolved and there is nothing that is not accommodated from the four villages.</p> <ul style="list-style-type: none"> <li>- The basis of proof of ownership from Suhardi et al still cannot meet the requirements for further processing at the hanau sub-district level.</li> <li>- The conclusion of the verification results is final and binding cannot be contested in which the relevant parties to obey and adhere to this conclusion and for those who do not accept this conclusion can seek settlement to another path.</li> </ul> <p>At the time of the audit the company was also able to show evidence of land acquisition contained in the Minutes of Land Handover and Granting of Compensation No. *** / BAK- (HNAE) .09 / 2001 signed by both parties and witnessed by the Head of Village and his staff and known by the District Head. The total area compensated by the company is 333.60 ha.</p>	
<p><b>2.2.4</b></p>	<p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <ul style="list-style-type: none"> <li>- Major compliance –</li> </ul> <p>It was noted that there was a land claim by Surrounding community on behalf Suhardi and friend, they claimed an area of 288 ha based on Letter Number: 01/TLH/S-TRS/XI/2017 Perihal “Minta Keadilan Agar Segera Diselesaikan Hak-Hak Masyarakat Adat” Dated 25 November 2017. The company has responded to the letter by sending the letter Number: 01 / PT.TN.TMSE-ST / 12/2017 dated 14 December 2017. The company stated in the letter that it has been inspected and traced in the field, that the position of the claimed area is not within PT Tapian Nadenggan region. Mediation has taken place with several parties as described above. All parties has involving in the conflict resolution and the conclusion of the verification results is final and binding cannot be contested in which the relevant parties to obey and adhere to this conclusion and for those who do not accept this conclusion can seek settlement to another path.</p> <p>Previously PT Tapian Nadenggan has show evidence of land acquisition contained in the Minutes of Land Handover and Granting of Compensation No. *** / BAK- (HNAE) .09 / 2001 signed by both parties and witnessed by the Head of Village and his staff and known by the District Head. The total area compensated by the company is 333.60 ha. There is also Agreement 4 of the Village Head In affirming the letter of the data collection team and inventory of land and planting No. 02 / Tim.Inv / 02/201 dated 12 July 2001, all claims of PT TN Kebun Tasik Mas have been resolved and there is nothing that is not accommodated from the four villages.</p>	<p>Comply</p>

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<b>2.2.5</b>	For any conflict or dispute over the land, the evidence of the extent of disputed area is mapped out in a participatory way with involvement of affected parties (including neighboring communities and local government where applicable), shall be available. - Minor compliance –	On September 20, field verification was carried out by the Verification Team along with the company team and Suhardi et al (19 people) and the taking of coordinate points in the field of the area claimed by Suhardi. Verification team based on "Seruyan District Head Hanau Decree Number 590/22/2018 concerning the Land Dispute Settlement Verification Team in Hanau District" on 5 September 2018 with a team of 11 people consisting of Sekcam Hanau, Head of Government Section, Police Chief, Danramil, Head of Trantib, members of the Sectoral Police and Koramil, Acting Head of Village Derangga.  The results of field verification were taken by 21 coordinate points and sketched a map of 1: 500 m and the total area of land that was scanned was based on the coordinates which were claimed to be 488 ha, this was stated in the Minutes of Meeting No. 593.21/605/Han/IX/2018 dated 21 September 2018".  There is a mismatch in the area of land where when checked the location of 488 ha while documented claims covering an area of 288.11 ha and the location of the block of land does not match the reality on the ground.	Comply
<b>2.2.6</b>	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and/or planned operations. - Major compliance –	There is no escalation of conflict of land claim, PT Tapan Nadenggan pursues mediation with various parties to resolve land claim issues. The company also prioritizes maintaining peace with various parties and avoiding violence in resolving conflicts.	Comply
<b>Criterion 2.3:</b> Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			
<b>2.3.1</b>	Maps with appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through	Maps have been developed for each estate indicating Legal demarcation and planted areas. Planted areas of the Estate are wholly in Government land, leased under HGU.  Some documents for example: the minutes of payments, meetings, discussions, contractual agreements with third parties, plantation and concession map, can be shown to have FPIC process in accordance with the procedure. In the FPIC process also involves community leaders, the chairman of the organization	Comply

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	<p>participatory mapping involving affected parties (including neighboring communities where applicable, and relevant authorities).</p> <p>- Major compliance -</p>	<p>which is in the vicinity of the location (eg: cooperatives, farmer groups etc.) and heads of villages as well as customary leaders in the village.</p> <p>At the time of the concession process where there is a land measurement, can be demonstrated by including some of the witnesses from the public and community leaders and traditional leaders also witnessed by the local village head.</p>	
<b>2.3.2</b>	<p>Copies of negotiated agreements including the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and these include:</p> <ul style="list-style-type: none"> <li>a) Evidence of consultation</li> <li>b) Statement of transfer of rights</li> <li>c) Evidence of compensation</li> </ul> <p>See specific guidance 2.3.2</p> <p>- Minor compliance -</p>	<p>It was confirmed during group discussion that no land within mill and estates are encumbered by legal or customary rights. Land compensation had been made before the land use concession (HGU) processing. Maps have been owned indicating legal demarcation and planted areas according by HGU.</p> <p>Procedure for FPIC process was available, and during public consultation with Villages Heads (Penimba Raya, Tanjung Paring an Sandul Village), it was confirmed that the procedure was made in consultation and discussion with them.</p> <p>The procedure has consulted with surrounding communities around the area of PT Tapian Nadenggan on 29 March 2017 (Hanau Estate), 19 March 2017 (Tasik Mas Estate), 29 February 2016 (Hanau Mill), and 8 March 2016 (Langadang Estate).</p> <p>Land claim settlement begins by verifying the validity of documents evidence of land claims. Then do the physical examinations field by involving village officials and community leaders. Examination of physical data intended to obtain measurement data information, the data volume, the physical quality and documentation. The physical examination should be included in the investigation report field. Then be verified with the land claim documents of HGU permits. If the issue of land claims can not be resolved at the level of estate, then the land issues will be coordinated by a team of Legal Head Office.</p> <p>Steps to resolve the land with people who claim determined by consensus and if the settlement agreement is not found, it will be settled in accordance with prevailing regulations.</p> <p>Based on documents review and interview with local government and local communities surrounding the company on 16 July 2019, it was noted that no any no customary land or legal rights within the company areas.</p>	Comply
<b>2.3.3</b>	<p>Relevant information shall be available in appropriate forms</p>	<p>There is no land within mill and legal or customary rights encumber estates. Land compensation had made before the land use concession (HGU) processing. Relevant information was available in appropriate form</p>	Comply



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	and languages, including analysis of impacts, proposed benefit sharing, and legal arrangements. - Minor compliance -	and Bahasa Indonesia. Based on interviews with the local communities on public consultation on 16 July 2019 showed that they have understood the positive and negative impact of plantation development, environmental management to minimize negative impacts and social management to the surrounding community partnerships and programs, including plasma program (scheme smallholder) are now perceived and the program for others local communities still continuing.	
<b>2.3.4</b>	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. - Major compliance -	Methods and technical negotiations in the process of land compensation are set in SOP the FPIC No. SOP/SMART/SENS-CSR/SADV/I/003, consist of preparation for a meeting with representatives of the public community attention to the various elements of community leaders, informal leaders, women, youth, farmers etc.  The Company also provides the opportunity for each group to choose a representative in the meeting and the company conducted participatory mapping, takes into account the customary land, forest ban which is an important source of water for residents, acreages for farming, the area reserve development etc. Based on an interview at the public consultation on 16 July 2019, the community appoints representatives for deliberations such as: local village head, community leaders or local adat leaders, and in disputes mediated directly by the government at the district level (BPN, Dinas Perkebunan and Bupati).  Decision for an agreement is set in the program reports of agreement signed by all parties; Company, village authorities, smallholder’s representatives and other stakeholders.	Comply
<b>Principle 3: Commitment to long-term economic and financial viability</b>			
<b>Criterion 3.1:</b> There is an implemented management plan that aims to achieve long-term economic and financial viability.			
<b>3.1.1</b>	A documented management plan, a minimum of three years shall be available, including, where appropriate, plan for scheme smallholders. - Major compliance-	The company has shown the document of management plan year 2018-2023, consist of: profitability, FFB production, revenue, estate cost, selling cost, bulking cost, general assumptions (CPO price, inflation rate, ex-change rate 2018, disc rate) and net profit/loss.  The company has also Economic Feasibility Analysis of plantation of PT. Tapian Nadenggan period 2018 – 2023.	Comply

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		<p>The Management Plan has include:</p> <ul style="list-style-type: none"> <li>- Land area statement (planting years, non-planted areas, i.e. HCV, conservation areas, enclaves) with updated location maps. Maps area completed with title, legend, source, scale and projections/georeferenced.</li> <li>- Plan for management of third party FFB</li> <li>- Quality of planting materials</li> <li>- Crop projection = Fresh Fruit Bunches (FFB) yield trends</li> <li>- Mill extraction rates = Oil Extraction Rate (OER) trends</li> <li>- Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends</li> <li>- Forecast prices</li> <li>- Financial indicators – profitability forecast (income vs cost)</li> <li>- Projected expansion (area, mill capacity, infrastructure, social amenities)</li> <li>- General strategy and allocation for environmental and social management (refer to P5, P6 and P8)</li> <li>- The Management Plan is subjected to an annual review. The management plan is reviewed annually by top management including Regional Controller, Production Controller, Estate Manager and Mill Manager, and revised as appropriate; based on the achievement against the plan and other parameters may change.</li> </ul>																
<b>3.1.2</b>	<p>An annual replanting program projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.</p> <p>- Minor compliance-</p>	<p>PT Tapan Nadenggan has prepared an annual replanting program projected under “Program Replanting year 2018-2028” projected replanting program, starting in 2021. There is no replanting realized until this suveillance audit (July 2019). Replanting program of PT Tapan Nadenggan shown below:</p> <table border="1" data-bbox="660 1173 1590 1348"> <thead> <tr> <th>Year</th> <th>Hanau Estate</th> <th>Tasik Mas Estate</th> <th>Langadang Estate</th> <th>Tanjung Paring Estate</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>1,409</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>2022</td> <td>1,647</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Year	Hanau Estate	Tasik Mas Estate	Langadang Estate	Tanjung Paring Estate	2021	1,409	-	-	-	2022	1,647	-	-	-	Comply
Year	Hanau Estate	Tasik Mas Estate	Langadang Estate	Tanjung Paring Estate														
2021	1,409	-	-	-														
2022	1,647	-	-	-														

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		2023	1,121	195	-	378	
		2024	-	1,448	-	-	
		2025	-	1,271	-	-	
		2026	-	813	-	559	
		2027	-	558	-	927	
		2028	-	-	-	746	
		<b>Total</b>	<b>4,177</b>	<b>4,285</b>	<b>-</b>	<b>2,611</b>	
		<p>There is no peat area in Hanau and Tasik Mas Estate, PT. Tapan Nadenggan. Based on Semi Detail Soil Map there is peat soil in Tanjung Paring Estate with hemic maturity, depth of solum are &gt; 120 cm and peat thickness are 60 – 150 cm: 33.98 Ha, 150 – 300 cm: 190.61 Ha, and &gt; 300 cm: 715.45 Ha.</p> <p>The grower has a system to improve practices in line with new information and techniques. Estate Manager is the personnel in charge (PIC) to improve practices based on new information and technique. Information is updated through structural system, e.g. President Director to VPA, VPA to Regional Controller, Regional Controller to Estate Manager, Estate Manager to Field Assistant, then Field Assistant to Mandor and worker. Estate Manager communicated to Field Assistant through meeting and Field Assistant communicated to worker through morning briefing.</p>					
<b>Principle 4: Use of appropriate best practices by growers and millers</b>							
<b>Criterion 4.1:</b>							
Operating procedures are appropriately documented, consistently implemented and monitored.							
<b>4.1.1</b>	Standard Operating Procedures (SOPs) for estates (land clearing to harvesting) and SOP for mills	<b>Estate:</b> Standard Operating Procedures for Estates have been developed in SOP (Standard Operating Procedure) which revised on 1 September 2012. The procedures were includes new area and replanting planning, nursery, land clearing, preparation before planting, fertilising, upkeep, integrated pest management (IPM),					Comply

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<p>(reception of FFB to dispatch of CPO and PKO) shall be available.</p> <p>- Major compliance -</p>	<p>road maintenance, peat land management, drainage system, mature and immature upkeep, integrated pest management and harvesting. Other than that, there were also procedures for several processes including riparian zone management, application of agrochemical. Procedure also described required PPE and other safe working practices.</p> <p>Standard Operational Procedure for Estate are as follows:</p> <ul style="list-style-type: none"> <li>- SOP/SMART/MCAR/I/TA-PPA (<i>Perencanaan Penanaman Areal Baru</i>)</li> <li>- SOP/SMART/MCAR/II/TA-PRP (<i>Perencanaan Replanting</i>)</li> <li>- SOP/SMART/MCAR/III/TA-BBT (<i>Pembibitan</i>)</li> <li>- SOP/SMART/MCAR/IV/TA-PLB (<i>Pembukaan Lahan Baru</i>)</li> <li>- SOP/SMART/MCAR/V/TA-TNM (<i>Penanaman</i>)</li> <li>- SOP/SMART/MCAR/VI/TA-RPL (<i>Replanting</i>)</li> <li>- SOP/SMART/MCAR/VII/TA-HPT (<i>Pengendalian Hama dan Penyakit Tanaman</i>)</li> <li>- SOP/SMART/MCAR/VIII/TA-PGM (<i>Pengendalian Gulma</i>)</li> <li>- SOP/SMART/MCAR/IX/TA-PPK (<i>Pemupukan</i>)</li> <li>- SOP/SMART/MCAR/X/TA-PTB (<i>Pemeliharaan Tanaman Belum Menghasilkan</i>)</li> <li>- SOP/SMART/MCAR/XI/TA-PMP (<i>Persiapan Menjelang Panen</i>)</li> <li>- SOP/SMART/MCAR/XII/TA-PTM (<i>Pemeliharaan Tanaman Menghasilkan</i>)</li> <li>- SOP/SMART/MCAR/XIII/TA-PNN (<i>Panen</i>)</li> <li>- SOP/SMART/MCAR/XIV/TA-PPT (<i>Pemuatan dan Pengangkutan TBS</i>)</li> <li>- SOP/SMART/MCAR/XV/TA-PCH (<i>Pengukuran Curah Hujan dengan Ombrometer</i>)</li> </ul> <p>Hardcopy of procedure are available and controlled. SOPs made were available at the point of use (in all section and division of estate). Copy of the procedure was available on site and is it documented in <i>Bahasa Indonesia</i>. SOP distribution to all section and division were well documented in the Form F/SMART/UMUM/SADV/001/002 (document distribution register).</p> <p>Procedure have been disseminated to all related employee (harvest, loose fruit pickers and upkeep employee). Every morning, there is Lingkaran Pagi performed, basically to disseminate working procedure</p>	

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	<p>and instruction, and to monitor employee attendance as well. Interviews with the employees indicate satisfactory level of understanding and implementation in relation to their respective job function.</p> <p>Sample of estate operational implementation were taken in harvesting activity at Block G13 Division 5 and spraying circle and path activity at Block F05 Hanau Estate; harvesting at Block A08 Division 2 and spraying circle and path at Block B13 Division 3 Tanjung Paring Estate; Langadang Estate and Tasik Mas Estate. The results were shown and it was observed that all of the activity was met with the procedure and well implemented.</p> <p><b>Palm Oil Mill:</b></p> <p>Procedure regarding best management practice of Hanau Mill was available in documented (SOP/SMART/MCMD/I/TM-PKS/Rev.06) Standard Operational Procedure of Palm Oil Process revision 6 issued by Head Office Jakarta.</p> <p>Procedure of best manufacturing practice operation in Hanau Palm Oil Mill is available in document of "SOP Pengolahan Pabrik Kelapa Sawit Management Committee for Mill Development (MCMD). As documented in SOP/SMART/MCMD/I/TM-PKS/Rev.06, Standard Operational Procedure of Palm Oil Process in SMART Group including PT Tapan Nadenggan – Hanau POM, revision 6 issued by Head Office Jakarta dated 1 Nov 2012. The procedure describes operation instruction from FFB receiving through production, processing (grading, sterilization, threshing, pressing, clarification, nut and kernel processing) and dispatch of CPO and PK.</p> <p>The Organization has also developed work instruction for each processes and equipment to described specifically stages of process and equipment utilization (e.g. Loading Ramp; Weighing Bridge; Sterilisation Station; Threshing Station; Pressing Station; Clarification Station; Recycling CPO; Nut and Kernel; Engine Room; Boiler; Water Treatment; Final Effluent; laboratory).</p> <p>The copies of documented procedures and work instruction were evident, written in Bahasa Indonesia, available at Hanau Mill office and kept by KTU and/or SPO officer also posted at each work stations. There were also evident the dissemination of each content of SOP's and work instructions. During audit also conducted observation at several areas of mill to ensure each of activities was in line as described within the procedures, the result of observation was also proper.</p> <p>SOP for RSPO Supply Chain has been established in "SOP Supply Chain Produk RSPO Model Mass Balance" (SOP/TN/SCP Rev.01) dated 17 April 2018 and "Pelaporan Certified Produk RSPO" (SOP/TN/PCPR Rev.01)</p>	

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	<p>dated 17 April 2018. The procedures covers job and responsibility, work flow, receiving of raw material, verification of delivery note "Surat Penerimaan Barang", weighing, checking of raw material quality, processing, monitoring of process, validation of quality and quantity report, mass balance calculation, product delivery, registration of transaction and document control.</p>	
<p><b>4.1.2</b> Checking or monitoring of operations procedures is conducted at least once a year.                      - Minor compliance -</p>	<p>Master list of all SOPs document and its revision history were available and well documented. Organization keeps track of revision of the SOPs in revision history in the cover of SOPs. Organization has defined the Controlled document procedure which was explaining the translation of SOP into work instructions in appropriate languages (Indonesian language) and its document control. SOPs training and dissemination to all of employee has been conducted regularly, mostly in morning briefing.</p> <p>The organization has well implemented internal control and monitoring processes that check and report on the implementation of the Management Guidelines. These include independent checks of the Mill and Estates by the corporate internal audit, e.g:</p> <p><u>Hanau POM:</u></p> <ul style="list-style-type: none"> <li>• Operation Internal Audit (OIA) in Hanau Mill conducted on 25 January 2019 by internal auditor. Audit covers mill operation and administration including asset, warehouse, purchasing and mill process.</li> <li>• VPM Kalteng Selatan visit dated 23 May 2019. Visit agenda is to monitor mill operation performance.</li> <li>• Internal audit RSPO conducted once a year. Latest audit performed on 8 – 15 April 2019 by Sustainable Policy and Compliance Division. The organization has determined and implemented follow up action against audit finding.</li> <li>• Internal audit RSPO SCCS conducted once a year. Latest audit performed on 8 – 9 April 2019 by Sustainable Policy and Compliance Division. Assignment of Internal Auditor was based on VPM decree letter No. 01/VPM/HNAM/03/2019. The organization has determined and implemented follow up action against audit finding.</li> </ul> <p><u>Tasik Mas Estate:</u></p> <ul style="list-style-type: none"> <li>• Operation Internal Audit (OIA) conducted on 10 October to 8 November 2018 by internal auditor Habib Burahman, Dwi Joko Irianto and Triswanto Romadonal, based on CEO letter No.484/OIA/ST/10/18.</li> </ul>	<p>Comply</p>

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	<p>Audit covers bank cash and memorial administration, fixed active non plant, upkeep and plantation area, production, wage and personnels.</p> <ul style="list-style-type: none"> <li>Record "Laporan Kunjungan VPA 6 Divisi 1 – 6 Tasik Mas Estate" mentioned that visit has been done on 14 March 2018. Some issues were raise regarding 5 (five) abnormal plant which has not been tinning out at Block M07 and 2 plant at Block P10; 3 (three) efipit <i>Asplenium</i> at Block M06; under pruning, and overgrown circle and path condition.</li> <li>Internal audit RSPO. Covering audits of sustainability in all parts of plantation and mill operational. Last audit performed on 8 – 15 April 2019. Audit report and its finding followed up and action plan was well documented. Trained and competent personnel were assigned to carry out RSPO Internal Audit (Head Office Sustainability department). Management review to discuss the RSPO audit result and its follow up was performed on 7 May 2019. Management review was attended by key personnel such as RC Kalteng 1, SPO Region Kalteng 1, Coordinator SPO Kaltengsel, all Estate Manager, all SPO Officer, all Safety Officer and Company doctor.</li> </ul> <p><u>Hanau Estate:</u></p> <ul style="list-style-type: none"> <li>Operation Internal Audit (OIA) conducted on 15 – 24 January 2019 by internal auditor Lemam Sirait and Azka Radiethya Riefqi, based on CEO letter No. 015/OIA/ST/01/19 dated 7 January 2019. Audit covers bank cash and memorial administration, fixed active non plant, upkeep and plantation area, production, wage and personnels.</li> <li>Harvesting inspection are conducted using computer tablet, conducted each day by Harvesting foreman and Field assistant. Inspection covering: number of palm harvested, number of FFB, unpicked bunches (in palm tree, in TPH), unpicked loose fruit in palm tree, frond condition and stacking, palm condition. Documented in Field Inspection Control, sample for period January – June 2019, there are oil palm plant checked 110,800 in Division 1; 110,173 in Division 2; 166,531 in Division 3; 103,521 in Division 4; 106,412 in Division 5 and 112,763 in Division 6.</li> <li>Record "Laporan Kunjungan VPA PSM 6" to Hanau Estate, mentioned that visit has been done on 29 November 2017. Some issues were raise regarding 3 bunches unharvested, 5 abnormal plant, 2 plant under pruning and 6 plant with <i>Aspelium</i>.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Internal audit RSPO. Covering audits of sustainability in all parts of plantation and mill operational. Last audit performed on 8 – 15 April 2019. Audit report and its finding followed up and action plan was well documented. Trained and competent personnel were assigned to carry out RSPO Internal Audit (Head Office Sustainability department). Management review to discuss the RSPO audit result and its follow up was performed on 7 May 2019. Management review was attended by key personnel such as RC Kalteng 1, SPO Region Kalteng 1, Coordinator SPO Kaltengsel, all Estate Manager, all SPO Officer, all Safety Officer and Company doctor.</li> </ul> <p><u>Tanjung Paring Estate</u></p> <ul style="list-style-type: none"> <li>Operation Internal Audit (OIA) conducted on 11 to 20 December 2018 by internal auditor Trisna Jauhari, Asep Saparuddin, Bayu Kristiawan and Muhammad Taufiq, based on CEO letter No.577/OIA/ST/11/18. Audit covers bank cash and memorial administration, fixed active non-plant, upkeep and plantation area, production, wage and personnels.</li> <li>Record "Laporan Kunjungan VPA Tanjung Paring Estate" mentioned that visit has been done on 29 October 2018. Some issues were raise related visit at Block S25, T26 and T27.</li> </ul> <p><u>Langadang Estate:</u></p> <ul style="list-style-type: none"> <li>Operation Internal Audit (OIA) conducted on 30 November to 10 December 2018 by internal auditor Trisna Jauhari, Asep Saparuddin, Bayu Kristiawan and Muhammad Taufiq, based on CEO letter No. 577/OIA/ST/11/18 dated 19 November 2018. Audit covers bank cash and memorial administration, fixed active non plant, upkeep and plantation area, production, wage and personnels.</li> <li>Record "Laporan Kunjungan VPA 6 in Langadang Estate" mentioned that visit has been done on 9 February 2017. Some issues were raise related visit at Block X/Y 18/19 (Airstrip), Block X22, C15 and C16.</li> </ul> <p>Organization has defined the procedure to address non-compliance and corrective action for continuous improvement in Correction and Corrective Action Procedure.</p>	
<b>4.1.3</b>	<p>Records of monitoring and any follow-up actions shall be available.</p> <p>Records of monitoring and any follow-up actions are available and kept by each unit, as seen below:  <u>Hanau POM:</u></p>	Comply



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<p>- Minor compliance -</p>	<ul style="list-style-type: none"> <li>- Operation Internal Audit (OIA) in Hanau Mill conducted on 25 January 2019 by internal auditor. Audit covers mill operation and administration including asset, warehouse, purchasing and mill process.</li> <li>- VPM Kalteng Selatan visit dated 23 May 2019. Visit agenda is to monitor mill operation performance.</li> <li>- Internal audit RSPO conducted once a year. Latest audit performed on 8 – 15 April 2019 by Sustainable Policy and Compliance Division. The organization has determined and implemented follow up action against audit finding.</li> <li>- Internal audit RSPO SCCS conducted once a year. Latest audit performed on 8 – 9 April 2019 by Sustainable Policy and Compliance Division. Assignment of Internal Auditor was based on VPM decree letter No. 01/VPM/HNAM/03/2019. The organization has determined and implemented follow up action against audit finding.</li> <li>- Production Controller visit dated 10 January 2019, there are 3 issues that have been closed by the organization.</li> </ul> <p><u>Tasik mas Estate:</u></p> <ul style="list-style-type: none"> <li>- Operation Internal Audit (OIA) conducted on 10 October to 8 November 2018 by internal auditor Habib Burahman, Dwi Joko Irianto and Triswanto Romadonal, based on CEO letter No.484/OIA/ST/10/18. There are issues rose during OIA, based on CEO Memorandum No.38/OIA/Kaltengsel-TMSE/12/18, such as: vehicle and heavy equipment damage that need quick repair; organic and inorganic fertilizers; high losses and other harvesting obstacle, overtime and premium setting of non harvesting work which is not comply to the regulation. Status of action plan: all damaged vehicle and heavy equipment has been repaired and operated on 23 June 2019, except for SMR3-02, which cannot be repaired and has been deleted as asset on 24 April 2019, replacement equipment has been arrived as SMR3-11; overtime parameter setting has been performed by IT Jakarta on 2 November 2018.</li> <li>- Laporan Kunjungan VPA – 6 di Tasik Mas Estate dated 14 March 2018. Some issue were raised regarding 5 (five) abnormal plant which has not been tinning out at Block M07 and 2 plant at Block P10; 3 (three) efipt <i>Asplenium</i> at Block M06; under pruning, and overgrown circle and path condition. Organisation has taken corrective action to addressed the issue and found effectively implemented, such as: All harvester and supervisor must record and report to Assistant if there is abnormal plant, and assistant must follow up by uprooting the plant; during weeding supervisor must bring shekel to clean up</li> </ul>	

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	<p>Aspelium; during harvesting, all harvester must clean up dry frond; adding more worker during dry season therefore no late round.</p> <ul style="list-style-type: none"> <li>- Inspeksi Panen Detail Division I dated 1 July 2019; Block M07, M08, M09 and M10; field coverage 5.00% (M07), 7.54% (M08), 7.52% (M09) and 3.32% (M10); total oil palm checked 184 (M07), 312 (M08), 343 (M09) and 132 (M10); number of ripe bunches unharvested = 0, harvested bunches not brought to collection = 0, abnormal bunches = 0, unpicked loose fruit = 0.</li> <li>- Buku Kegiatan mandor (BKM) Disivion I, dated 1 July 2019, Kemandoran: 1164, Mandor Sumanto, item work: harvesting, block M07 – M10, hectarage 27.47 Ha, number of harvester 9. Rest of harvesting 1 Ha in Block M08 and 8 Ha in Block M07.</li> </ul> <p><u>Hanau Estate:</u></p> <ul style="list-style-type: none"> <li>- Operation Internal Audit (OIA) conducted on 15 – 24 January 2019 by internal auditor Leman Sirait and Azka Radiethya Riefqi, based on CEO letter No. 015/OIA/ST/01/19 dated 7 January 2019. There are issues rose during OIA, based on CEO Memorandum No.01/OIA/Kaltengsel-HNAE/04/19, such as: discrepancy of fertilizer stock caused by uncalibrated measuring equipment; late EFB application and not comply to the recommendation, as 26.5 ton of fertilizer for 1<sup>st</sup> Semester 2018 have not been applied, high losses and potential losses and other harvesting problem. Action Plan: fertilizer stock discrepancy have been reported to BASOPM (Berita Acara Stok Opnaam Material), EFB application have been moved to another block since there are plan for uprooting because of ganoderma in Division 4 and 5 (Complex 97D15, 96D17 and 96D18), lated fertilizer application because of high rainfall-based on management policy spare time for fertilizing are one semester-so the 26.5 ton of fertilizer will not be applied, peak crop after long holiday is the main cause of high losses-new harvester have been recruited.</li> <li>- Harvesting inspection are conducted using computer tablet, conducted each day by Harvesting foreman and Field assistant. Inspection covering: number of palm harvested, number of FFB, unpicked bunches (in palm tree, in TPH), unpicked loose fruit in palm tree, frond condition and stacking, palm condition. Documented in Field Inspection Control, sample for period January – June 2019, there are oil palm plant checked 110,800 in Division 1; 110,173 in Division 2; 166,531 in Division 3; 103,521 in Division 4; 106,412 in Division 5 and 112,763 in Division 6. Result in total Hanau Estate that 34 bunches unharvested; 1,577 wrong frond stacking; 45 plant infected by ganoderma; 1 plant deficiency and 2 harvesting access problem.</li> </ul>	

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	<ul style="list-style-type: none"> <li>- Buku Kegiatan Mandor (BKM) Division 3, dated 15 July 2019, Kemandoran 1351 activity Harvesting in Block L04, L03 and L02, total 10 harvester, total area harvested 26.5 Ha.</li> <li>- Record "Laporan Kunjungan VPA PSM 6" to Hanau Estate, mentioned that visit has been done on 29 November 2017. Some issues were raise regarding 3 bunches unharvested, 5 abnormal plant, 2 plant under pruning and 6 plant with <i>Aspelium</i>. Action Plan: related bunches have been cutted and brought to Palm Oil Mill, abnormal plant have been uprooted, conducted radical pruning then monitor whether it is normal or not, <i>Aspelium</i> have been taken down.</li> </ul> <p><u>Tanjung Paring Estate:</u></p> <ul style="list-style-type: none"> <li>- Operation Internal Audit (OIA) conducted on 11 to 20 December 2018 by internal auditor Trisna Jauhari, Asep Saparuddin, Bayu Kristiawan and Muhammad Taufiq, based on CEO letter No.577/OIA/ST/11/18. Audit covers bank cash and memorial administration, fixed active non-plant, upkeep and plantation area, production, wage and personnels. There are issues rose during OIA, based on CEO Memorandum No.40/OIA/Kaltengsel-TPRE/12/18, such as: Operational of tricycle Viar need repair; late development of garage and no sanction applied; result of detail harvesting inspection. Action Plan: Coordination with CPRC to accelerate the sparepart number therefore can be purchase through vendor; Sanction will be applied to the late developer; detail harvesting inspection performed based on e-fact requirement and sanction applied based on company regulation.</li> <li>- Record "Laporan Kunjungan VPA Tanjung Paring Estate" mentioned that visit has been done on 29 October 2018. Some issues were raise related visist at Block S25, T26 and T27. Laporan OIA No. 47/VI-TPRE/12/17 dated 22- 30 November 2017. Issues are related need water quality analysis to Mandiasu River that will be used as nursery location; need EFB application on sandy soil; abnormal plant. The Organisation has taken action to addressed the issue and found effectively implemented.</li> <li>- Inspeksi Panen Detail, Division 4 Block W26 – W27, planting age 1999 dated 2 July 2018. Number unharvested bunches 2, unpicked loose fruit 30 circle, wrong frond stacking 6.</li> <li>- Buku Kegiatan Mandor Division 4, dated 2 July 2019, Kemandoran 1452 Bangun Riawan, Block W26 – W27, number harvester 12, total hectare 13 Ha.</li> </ul> <p><u>Langadang Estate:</u></p>	

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	<ul style="list-style-type: none"> <li>- Operation Internal Audit (OIA) conducted on 30 November to 10 December 2018 by internal auditor Trisna Jauhari, Asep Saparuddin, Bayu Kristiawan and Muhammad Taufiq, based on CEO letter No. 577/OIA/ST/11/18 dated 19 November 2018. Audit covers bank cash and memorial administration, fixed active non plant, upkeep and plantation area, production, wage and personnels. There are issues rose during OIA, such as: GPS on EMDEK need repair; production losses. Action Plan: Coordination with AGSI Team Jakarta to repair/replace GPS; normalizing harvesting round after long holiday; unpicked bunches and loose fruit has been cleaned up.</li> <li>- Record "Laporan Kunjungan VPA 6 in Langadang Estate" mentioned that visit has been done on 9 February 2017. Some issues were raise related visit at Block X/Y 18/19 (Airstrip), Block X22, C15 and C16. Issues are: weeding in airstrip was still 50%; spraying result in Block C15 was not uniform; path problem at Block C16. Action Plan: weeding in airstrip has been done 100%; conducted spraying evaluation with Mandore 12 days after spraying and applied sanction if the result is not good; establish control path in each block.</li> <li>- Inspeksi Panen Detail Division 3, Block B19, planted year 2005, dated 11 July 2019 number of palm checked 1,566 plant, unharvested bunches 0, unpicked loose fruit 0, frond stacking ok, inspection area 10.44%.</li> <li>- Buku Kegiatan mandor (BKM) Disivion 3, dated 11 July 2019, Kemandoran 1351, Mandor Hendarto, item work: harvesting Block C19, hectarage 27.4 Ha, number of workers 11 harvester.</li> </ul>	
<p><b>4.1.4</b></p>	<p>Records of the origins of all third-party FFB sourced (collector, deliver, Cooperative, Farmers Association and outgrower) shall be available.</p> <p>- Major compliance -</p> <p>SOP for third-party FFB sourcing has been defined on "Procedure of FFB Purchase Administration" dated March 26<sup>th</sup>, 2006. The procedure described FFB Supplier Appointment, FFB Receiving and Grading at Mill, Payment, Monitoring and Reporting.</p> <p>Record of FFB received from external sources was stated on form Recapitulation of FFB Received Report. There were a list of approved third-party FFB suppliers, such as :</p> <ul style="list-style-type: none"> <li>- Medang Sari Estate, PT. Satya Kisma Usaha, Agreement of Land Borrowing, valid until 31 December 2020.</li> <li>- Lestari Unggul Jaya Estate, PT. Primasentosa Pratamaputra. "Perjanjian Pengolahan Tandan Buah Segar" dated 31 December 2015, valid from 1 January 2016 until 31 December 2020.</li> </ul>	<p>Comply</p>

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	<p>There were evidence of SOP implementation such as: FFB grading process 100% in accordance with grading criteria which has been agreed in Agreement, price of FFB was agreed in Agreement based on price determination from DISBUN (Plantation Agency of Central Kalimantan Province, payment carry out after FFB received and invoice receive by finance (monthly base payment after completed invoice document received by Finance Jakarta Office).</p> <p>Hanau Mill only received legal FFB; in FFB Purchase Agreement article 5 verse 1.9 described that:</p> <ul style="list-style-type: none"> <li>- The supplier has received all permits regarding acquisition of land and plantations business from the authorities.</li> <li>- Cultivated areas are in accordance with applicable law and regulation in Republic of Indonesia and not obtained illegally.</li> </ul> <p>Other than that the company has "Kebijakan Sosial dan Lingkungan GAR" dated 8 September 2015. On page 1, chapter Basic Commitment, mentioned that the company ensure all upstream and downstream operation of GAR palm oil are free from deforestation, traceable, and bring benefit for community around the company's operation.</p> <p>Hanau mill record the origins of all third-party sourced Fresh Fruit Bunches. FFB tonnage delivered from the third party was well documented daily and monthly in the document "Summary of FFB from other supply bases 2016".</p> <p>Minute of Handover on Result of Oil Palm Processing described that Lestari Unggul Jaya Estate, PT. Prima Sentosa Pratama Putra was only delivered their FFB to Hanau Mill to be processed by Hanau Mill. The product (CPO and PK) are still belong to the FFB supplier.</p> <p>Based on Agreement of Land Borrowing, it was observed that PT. Tapian Nadenggan has borrowed the land owned by PT. Satya Kisma Usaha called Medang Sari Estate. Then PT. Tapian Nadenggan manage and operate the plantation in Medang Sari Estate include processing of its FFB. The agreement is valid until 31 December 2020.</p>	
<p><b>Criterion 4.2:</b>            Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		

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<p><b>4.2.1</b></p> <p>A record of SOP implementation to maintain soil fertility that ensures optimal and sustained yield, shall be available.</p> <p>- Major compliance -</p>	<p>PT Tapian Nadenggan – Hanau Estate, Tasik Mas Estate, Langadang Estate and Tanjung Paring Estate has defined the SOPs for Good Agricultural Practices in managing soil fertility which documented in SOP/SMART/MCAR/IX/TA-PPK (Manuring – Pemupukan). Manuring was performed manual and mechanic with EMDEK. Manual manuring performed by spreading the fertilizer by worker manually and uniformly in each palm oil trees in accordance with dosage, which has defined by R&amp;D (SMARTRI). The organization also defined SOP fertilizer application with Spreader (Emdek). Fertilizer application with Emdek conducted in mineral soil and flat area. Fertilizing time application considering the conditions of rainfall and crop needs based fertilizer recommendation.</p> <p>Estates activities are carried out based on Division Work Program which generated from annual budget. Activities program are such as fertilizing and other operation activity. Field observation was performed during audit, it shown that oil palm are in good condition, optimum and sustained yield are achieved, prove that soil fertility are maintained.</p> <p>Company applied fertilizer mechanically, manual (for micro fertilizer, near to housing area and remote area), and aerially using aeroplane/airstrip only in Langadang and Tanjung Paring Estate. Company has permit to operate the aeroplane and the airport based on "Airport Register No. 018/RBU.KNP-DBU/IV/2017 dated 21 April 2017" valid until 14 February 2020. Certificate of registration Airstrip No. 3432. Operate Aeroplane Type: THRUST S2R T34, Nationality &amp; Registration Mark PK-ELN, No. Series T34-405 DC. To minimize the impact of fertilizing using aeroplane, company has determined the map of fertilizing whereby input in Agriculture Navigation and avoid the area of riparian, housing area and other area beside plantation area.</p> <p>Record seen: Map of fertilizing area dated 5 June 2019; Area name LNGE2A09.NO1 CM 111 WGS-84; Area 18.81 Ha; Area Spray In 19.25 Ha; Area Spray Total 19.98 Ha; Average Spray Speed 216.6 km/h; Application Rate 3,000 L/Ha; Material Needed 56.4 L; Material Sprayed 59.9 L; Overspray 6.2%; Operator Tony Dave Wareham; Aircraft PK-ELF; Flight Semester 1 2019; Job Div 2A-09; Product DAP, MOP, Kieserite; App. Rate 11,450 kg.</p>	<p>Comply</p>
<p><b>4.2.2</b></p> <p>Records of fertilizer inputs shall be available.</p> <p>- Minor compliance -</p>	<p>Records of fertilizer inputs are well maintained in document "Rencana dan Realisasi Pemupukan" (Plan and Realization of Fertilizing). Fertilizer inputs are recorded each semester. The organization was able to show Fertilizer Recommendation 1<sup>st</sup> Semester 2018, 2<sup>nd</sup> Semester 2018 and 1<sup>st</sup> Semester 2019. Fertilizer Recommendation was developed by SMARTRI for all Estate and Division. Fertilizer Recommendation 2019</p>	<p>Comply</p>

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	<p>for Tasik Mas Estate, Hanau Estate, Tanjung Paring Estate and Langadang Estate have been developed by SMARTRI based leaf sampling unit (LSU) and soil sampling unit (SSU). Fertilizer recommendation has been implemented and monitored.</p> <p>Below are the records of fertilizer recommendation and realization for 1<sup>st</sup> Semester 2019 in Tasik Mas Estate:</p> <table border="1" data-bbox="663 587 1908 1222"> <thead> <tr> <th rowspan="2">Type of Fertilizer</th> <th colspan="2">2018</th> <th colspan="2">1<sup>st</sup> Semester 2019</th> </tr> <tr> <th>Recommendation (Ton)</th> <th>Realization (Ton)</th> <th>Recommendation for 1 year (Ton)</th> <th>Realization (Ton)</th> </tr> </thead> <tbody> <tr> <td>Urea</td> <td>1,183.15</td> <td>803.55</td> <td>492.25</td> <td>844.05</td> </tr> <tr> <td>RP</td> <td>64.95</td> <td>118.00</td> <td>71.80</td> <td>54.30</td> </tr> <tr> <td>TSP</td> <td>417.00</td> <td>427.40</td> <td>438.15</td> <td>800.10</td> </tr> <tr> <td>MOP</td> <td>705.40</td> <td>832.80</td> <td>846.20</td> <td>1,070.70</td> </tr> <tr> <td>Dolomite</td> <td>33.95</td> <td>39.55</td> <td>53.60</td> <td>53.35</td> </tr> <tr> <td>Kieserite P</td> <td>8.00</td> <td>8.00</td> <td>11.75</td> <td>11.35</td> </tr> <tr> <td>Kieserite G</td> <td>278.30</td> <td>280.80</td> <td>279.30</td> <td>291.50</td> </tr> <tr> <td>Borate</td> <td>29.94</td> <td>29.94</td> <td>29.88</td> <td>7.42</td> </tr> <tr> <td>CuSO<sub>4</sub></td> <td>5.60</td> <td>5.60</td> <td>5.59</td> <td>4.30</td> </tr> <tr> <td>FeSO<sub>4</sub></td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p>Below are the records of fertilizer recommendation and realization for 2018 and 1<sup>st</sup> Semester 2019 in Hanau Estate:</p>	Type of Fertilizer	2018		1 <sup>st</sup> Semester 2019		Recommendation (Ton)	Realization (Ton)	Recommendation for 1 year (Ton)	Realization (Ton)	Urea	1,183.15	803.55	492.25	844.05	RP	64.95	118.00	71.80	54.30	TSP	417.00	427.40	438.15	800.10	MOP	705.40	832.80	846.20	1,070.70	Dolomite	33.95	39.55	53.60	53.35	Kieserite P	8.00	8.00	11.75	11.35	Kieserite G	278.30	280.80	279.30	291.50	Borate	29.94	29.94	29.88	7.42	CuSO <sub>4</sub>	5.60	5.60	5.59	4.30	FeSO <sub>4</sub>	-	-	-	-	
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		Type of Fertilizer	2018		1 <sup>st</sup> Semester 2019		
			Recommendation (Ton)	Realization (Ton)	Recommendation (Ton)	Realization (Ton)	
		Urea	1,355.15	830.90	470,35	785.70	
		RP	83,20	45.40	32.65	65.35	
		TSP	1,042.35	522.10	396.15	719.85	
		MOP	1,561.20	852.15	598.00	1,052.20	
		Dolomite	91,150.00	77.65	47.55	55.50	
		Kieserite P	432,950.00	405.00	262.25	280.10	
		Kieserite G					
		Borate	29.39	29.00	21.15	21.54	
		CuSO <sub>4</sub>	4.20	4.20	1.57	1.57	
		FeSO <sub>4</sub>	0.32	0.16	0.13	-	
		<p>Note: Most of carry over 2018 were applied in 1<sup>st</sup> Semester 2019.</p> <p>Below are the records of fertilizer recommendation and realization for 2018 and 1<sup>st</sup> Semester 2019 in Tanjung Paring Estate:</p>					
Type of Fertilizer	2018		1 <sup>st</sup> Semester 2019		Compliance		
	Recommendation (Ton)	Realization (Ton)	Recommendation (Ton)	Realization (Ton)			
Urea	1,108.65	914,600	609.80	633.05			
DAP	140.05	74,250	44.75	52.60			



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		MOP	1,787.47	1,744,750	899.05	940.75	
		Kieserite Granular	464.10	432,400	419.35	383.45	
		RP	301.40	277,250	154.35	219.40	
		Kieserite Powder	16.40	25,650	9.00	2.85	
		TSP	749.60	478,050	276.45	556.50	
		Kaptan	132.05	115,200	138.80	63.70	
		Dolomite	76.80	49,900	45.40	32.50	
		HGFB	27.46	28,409	27.81	9.89	
		CuSO <sub>4</sub>	5.59	5,521	5.37	2.76	
		ZnSO <sub>4</sub>	5.32	5,393	5.21	2.79	
		Below are the records of fertilizer recommendation and realization for 2018 and 1 <sup>st</sup> Semester 2019 in Langadang Estate:					
		Type of Fertilizer	2018		1 <sup>st</sup> Semester 2019		
			Recommendation (Ton)	Realization (Ton)	Recommendation (Ton)	Realization (Ton)	
		Urea	534.50	517.40	190.20	171.60	
		DAP	322.85	319.85	160.10	160.10	
		MOP	880.25	808.50	395.60	332.60	

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		Kieserite Granular	211.70	206.95	146.40	113.75		
		RP	171.05	153.50	90.80	52.25		
		Kieserite Powder	6.80	5.70	2.15	2.15		
		TSP	215.50	190.65	89.90	60.65		
		Kaptan	47.50	43.55	78.60	56.10		
		Dolomite	17.10	12.30	16.95	10.00		
		HGFB	11.06	10.37	15.52	13.44		
		CuSO <sub>4</sub>	2.74	2.27	3.85	2.36		
		ZnSO <sub>4</sub>	2.65	2.17	3.06	1.79		
<b>4.2.3</b>	Records of periodical leaf, soil and visual analysis shall be available. - Minor compliance -	<p>Soil and leaf sampling was analysed regularly by SMARTRI to determine the nutritional status of soil, to assist and to be guided in the preparation of annual fertilising programme recommendation. Soil is analysed when the age of the plant is 3, 5, 8 years and continued with age of the plant is added by 5 years and 1 year before replanting. Leaf was analysed annually. Soil and leaf sampling was taken from each division. Organization has been defined work instruction for LSU (Leaf sampling unit) IK/SMART/MCAR/IX/TA-PPK/05-Pengambilan LSU and for SSU (Soil Sampling Unit) IK/SMART/MCAR/IX/TA-PPK/06-Pengambilan SSU.</p> <p>Leaf Analysis:</p> <p>Latest leaf sample taking 2019 in Tasik Mas Estate has been conducted in May 2019, the result is still in analysis progress at SMARTRI. Latest leaf sampling analysis result for Tasik Mas Estate was evident for 2018, which is used for Fertilizer Recommendation 2019, documented in "Hasil Analisa Sample Daun". E.g. Ref. No. 446/DAUN/LAB-SMARTRI/VII/2018 dated 10 July 2018. Analytical result consist of 120 samples (Lab. No. 15795-15914). Item analysed are include visual appearance, water content, N, P, K, Mg, Ca, Mn, B, Zn, Cu, Cl, Fe and Na. Sample seen: Lab. No. 15914; code L25; 2.84% N; 0.180% P; 1.02% K; 0.32% Mg; 0.65% Ca; 118 ppm Mn; 20 ppm B; and 0.16 ppm Zn.</p>						Comply

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	<p>Latest leaf sample taking 2019 in Hanau Estate has been conducted in May 2019, the result is still in analysis progress at SMARTRI. Latest leaf sampling analysis result for Hanau Estate was evident for 2018, which is used for Fertilizer Recommendation 2019, documented in "Hasil Analisa Sample Daun". Record seen dated 3 July 2018, number of sample was 98 samples (Lab. no. 15697-15794). Item analysed are include visual appearance, water content, N, P, K, Mg, Ca, Mn, B, Zn, Cu, Cl, Fe and Na. Sample of analysis result for Lab. No. 15697; code HNAE 1 C-02; water content 1.65%; 2.56% N; 0.155% P; 1.11% K; 0.27% Mg; 0.61% Ca; 20 ppm B; and 0.56% Cl.</p> <p>Latest leaf sampling analysis result for Tanjung Paring Estate was evident for 2018, which is used for Fertilizer Recommendation 2019, documented in "Hasil Analisa Sample Daun". Record seen Ref. No. 492/DAUN/LAB-SMARTRI/VII/2018 dated 28 July 2018, number of sample was 127 samples (Lab. no. 18109-18235). Item analysed are include visual appearance, water content, N, P, K, Mg, Ca, Mn, B, Zn, Cu, Cl, Fe and Na. Sample of analysis result for Lab. No. 18109; code TPRE 1 R-10; 2.35% N; 0.165% P; 1.38% K; 0.28% Mg; 0.50% Ca; 15 ppm B; and 0.75% Cl.</p> <p>Latest leaf sampling analysis result for Langadang Estate was evident for 2018, which is used for Fertilizer Recommendation 2019, documented in "Hasil Analisa Sample Daun". Record seen Ref. No. 485/DAUN/LAB-SMARTRI/VII/2018 dated 9 July 2018, number of sample was 69 samples (Lab. no. 17696-17764). Item analysed are include visual appearance, water content, N, P, K, Mg, Ca, Mn, B, Zn, Cu, Cl, Fe and Na. Sample of analysis result for Lab. No. 17696; code LNGE 1 X-21; 2.64% N; 0.154% P; 0.86% K; 0.26% Mg; 0.81% Ca; 20 ppm B; and 0.56% Cl.</p> <p>Soil Analysis:</p> <p>Record of soil analysis result in Tasik Mas Estate was available, e.g. Ref. No. 080/RFC HNAE/SMARTRI/INT/V/2017, result dated 19 September 2017 for 27 samples (Lab. No. 3058-3084). Sample seen: Lab. No. 3058; sample code TMSE N28/0-15P; water content: 0.33%; pH H<sub>2</sub>O 5.26; pH KCl 5.50; 1.83% C Organic; 30.16 ppm P available; (UOM in me/100gr) 1.77 Ca; 0.21 K; 0.56 Mg; and 0.04 Na.</p> <p>Soil sample taking in Hanau Estate conducted in May – June 2019 (sampling taken for planting age 1996 Block H01, H04, H06, G01, G04, G05 and G06). The soil sample was remain in process of analysis by Smart Research Institute – SMARTRI and the result has not been issued. Previous soil analysis result was evident, e.g. Ref. No. 017/TANAH/AL/ANLZ/02/15 dated 4 February 2015. Method of analysis are hydrometric,</p>	

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	<p>pHmeter, titrimetri W&amp;B, kj+FIA, ICP-OES, FIA and tritrimetri. Sample of result: Lab. No. 7694; sample code 0-15 PR, 1C06; water content: 4.48%; 52.5% sand; 39.1% dust; 8.38% clay; pH 5.01; 2.01% C Organic; 0.20% N total; 40.1 ppm P available; (UOM in me/100gr) 1.99 Ca; 0.68 K; 0.74 Mg; and 0.06 Na.</p> <p>Record of soil analysis result in Tanjung Paring Estate was available, e.g. Ref. No. 066/TANAH/AL/ANLZ/06/15 dated 15 June 2015 for 96 samples. Sample seen: Lab. No. 3189; sample code 0-15 PR Blok 4U25; water content: 1.18%; Texture 97.3% sand, 2.67% dust, nd clay; pH H<sub>2</sub>O 6.11; pH KCl 4.85; 1.38% C Organic; 0.07% N Total; 19.8 ppm P available; (UOM in me/100gr) 0.54 Ca; 0.12 K; 0.27 Mg; and 0.02 Na.</p> <p>Record of soil analysis result in Langadang Estate was available, e.g. Ref. No. 019/TANAH/AL/ANLZ/02/15 dated 4 February 2015 for 90 samples. Sample seen: Lab. No. 7712; sample code 0-15 PR, 1X23; water content: 1.54%; Texture 75.8% sand, 16.1% dust, 8.05% clay; pH H<sub>2</sub>O 6.01; pH KCl 4.76; 1.45% C Organic; 0.11% N Total; 34.6 ppm P available; (UOM in me/100gr) 1.94 Ca; 0.13 K; 0.33 Mg; and 0.05 Na.</p> <p>Leaf and soil sampling analysis were prepared by SMARTRI Laboratory Admin, verified by Analytical Laboratory Officer and approved by Analytical Laboratory Section Head. Report of leaf analysis in 2019 are used as a reference for fertilizer recommendation in 2020.</p>	
<p><b>4.2.4</b></p>	<p>A nutrient recycling strategy is recorded, including use of Empty Fruit Bunches (EFB), land application, and palm residues after replanting.</p> <p>- Minor compliance -</p> <p>There was Nutrient recycling strategy performed by PT Tapian Nadenggan – Hanau Mill such as land application from POME (Palm Oil Mill Effluent) and Empty fruit bunch (EFB) application. POME or liquid waste from mill used as Land application, it gives nutrient for palm oil plantation. Company has permit for land application according to “Keputusan Bupati Seruyan Nomor 188.45/37/2015” dated 12 January 2015, valid for 5 years. Total area applied in Hanau Estate and Tasik Mas Estate for land application was 693.5 ha in 37 block. Land application was applied in Hanau Estate and Tasik Mas Estate. POME were applied wity dosage 750 m<sup>3</sup>/ha/year in 3 (three) rounds and BOD 2,500 – 4,000 mg/L.</p> <p>There were 353.03 Ha area of Hanau Estate (6 Block in Block L11, L01, L02, L03, K11, K01) applied with POME in 2019 with total POME applied was 44,590 m<sup>3</sup>, number of flatbed was 45,133.</p> <p>There were 516.14 Ha area (29 Block) planned for POME applicatiob in Tasik Mas Estate Division I, II and III in 2019. From January to July 2019 total POME applied was 61,456 m<sup>3</sup> with area applied 491.65 ha. Blocks applied are N8, N9, N11-N14, M8, M10-M12, Q6-Q10, Q12-Q18, P14-P18, O17 and O18.</p>	<p>Comply</p>

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		<p>EFB were applied based on the recommendation from SMARTRI in terms of dosage per ha and location. EFB were applied in Tasik Mas and Hanau Estate by manually and mechanical using tractor. EFB were not applied nearby housing and water spring. Empty fruit bunch application was performed as mulch ground cover and added of organic material.</p> <p>Record of EFB manual application in Tasik Mas Estate period 2019 are 1,302.55 ton with area applied 33.47 Ha (Division I – VI), whilst mechanical application are 8,662.26 ton with area applied 300.31 Ha.</p> <p>Record of EFB application in Hanau Estate period 2019 are 13,127.00 ton with area applied 346.55 ha (Division I – VI), consist of 10,922.00 ton (273.05 Ha) as supplement and 2,205.00 ton (73.50) as substitution. Whilst in 2018 FFB applied are are 32,832.00 ton with area applied 856.05 Ha (Division I – VI), consist of 28,602 ton (715.05 Ha) as supplement and 4,230.00 ton (141.00 Ha) as substitution. All performed by manual application.</p> <p>Record of EFB application in Tanjung Paring Estate period 2019 are 5,457.14 ton with area applied 137.95 Ha (Division I – VI), from budget 3,668.40 ton with area applied 106.46 Ha. Whilst in 2018 total EFB applied are 8,736.92 ton, with area applied 246.50 Ha.</p> <p>Record of EFB application in Langadang Estate period 2018 was 956.30 Ha with area applied 31.88 Ha (Division I – III), while in 2019 until June there is no EFB application in Langadang Estate.</p>													
<p><b>Criterion 4.3:</b>            Practices minimise and control erosion and degradation of soils.</p>															
<b>4.3.1</b>	<p>Maps of any fragile soils shall be available.</p> <p>- Major compliance -</p>	<p>Soil map are presented in "Semi Detail Soil Map of PT. Tapian Nadenggan" in scale 1:50,000 covering Tasik Mas Estate, Hanau Estate, Tanjung Paring Estate and Langadang Estate. Projection UTM, Zone 49 S, Datum WGS '84. Sourced from SPOT 5:413 Level 2Ak/j:293 355 recorded on 24 – 29 July 2001.</p> <p>Soil characteristic in Tasik Mas Estate was presented in table below:</p> <table border="1"> <thead> <tr> <th>Classification</th> <th>Topography</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>Typic Dystrudepts</td> <td>3 – 9 %</td> <td>1,069.18</td> </tr> <tr> <td>Typic Hapludults</td> <td>3 – 9 %</td> <td>974.84</td> </tr> <tr> <td>Typic Hapludults</td> <td>9 – 16 %</td> <td>1,032.62</td> </tr> </tbody> </table>	Classification	Topography	Ha	Typic Dystrudepts	3 – 9 %	1,069.18	Typic Hapludults	3 – 9 %	974.84	Typic Hapludults	9 – 16 %	1,032.62	Comply
Classification	Topography	Ha													
Typic Dystrudepts	3 – 9 %	1,069.18													
Typic Hapludults	3 – 9 %	974.84													
Typic Hapludults	9 – 16 %	1,032.62													

Criterion / Indicator		Assessment Findings			Compliance
		Typic Haplohemists	0 – 3 %	7.64	
		Typic Endoaquepts	0 – 3 %	1,001.98	
		Typic Haplohemists	0 – 3 %	54.84	
		Typic Haplotods	3 – 9 %	897.38	
		<b>Total Area</b>		<b>5,045.48</b>	
		Soil characteristic in Hanau Estate was presented in table below:			
		<b>Classification</b>	<b>Topography</b>	<b>Ha</b>	
		Typic Haplohemists	0 – 3 %	25.63	
		Typic Endoaquepts	0 – 3 %	887.66	
		Typic Dystrudepts	3 – 9 %	1,112.60	
		Typic Hapludults	3 – 9 %	640.99	
		Typic Hapludults	9 – 16 %	895.58	
		Typic Haplotods	3 – 9 %	793.42	
		Water		554.12	
		<b>Total Area</b>		<b>4,890.00</b>	
		Soil characteristic in Tanjung Paring Estate was presented in table below:			
		<b>Classification</b>	<b>Topography</b>	<b>Ha</b>	
		Typic Haplohemist	0 – 3 %	940.04	
		Typic endoaquepts	0 – 3 %	198.26	
		Typic Dystrudepts	0 – 9 %	427.43	
		Typic Dystrudepts	9 – 16 %	555.77	

Criterion / Indicator		Assessment Findings			Compliance		
		Typic Hapludults	0 – 9 %	1,016.27			
		Typic Hapludults	9 – 16 %	1,021.09			
		Typic Hapludults	16 – 21 %	72.17			
		Typic Haplorthods	8 – 9 %	61.87			
		Enclave		142.66			
		Swamp		264.11			
		Water		7.33			
		<b>Total Area</b>		<b>4,717.06</b>			
		Soil characteristic in Langadang Estate was presented in table below:					
				<b>Classification</b>		<b>Topography</b>	<b>Ha</b>
		Typic Haplohemist	0 – 3 %	676.88			
		Typic endoaquepts	0 – 3 %	182.80			
		Typic Dystrudepts	0 – 9 %	162.30			
		Typic Dystrudepts	9 – 16 %	74.83			
		Typic Hapludults	0 – 9 %	428.50			
		Typic Hapludults	9 – 16 %	777.50			
		Typic Hapludults	16 – 21 %	37.34			
		Enclave		61.35			
		Swamp		11.00			
		Water		0.71			
		<b>Total Area</b>		<b>2,409.57</b>			

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	<p>Based on soil characteristic above, there is no peat soil in Tasik Mas Estate, however there are 940.04 Ha of peat area in Tanjung Paring Estate in Division 4, 5 and 6 and 676.88 Ha in Langadang Estate. Other fragile soil (sandy) was exist in Tasik Mas Estate with area 980.99 Ha and in Hanau Estate with area 631.90 Ha. Sandy soil was managed by EFB application.</p>	
<p><b>4.3.2</b>            A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soiland climate specific).            - Minor compliance -</p>	<p>The company has established procedure to manage plantation on several class of slope. The procedure describes management strategy for minimizing and controlling erosion. In the Terrace Work Instruction No. IK/SMART/MVAR/I/TA-PPA/03 on chapter related to terrace determination; the terrace should be designed in such a way in hilly areas with a slope of 9°-22° (15%-40%) with a width 3 - 4.5 meters. Slope above 40% or 22° is not recommended for planting.</p> <p>The procedure SOP/SMART/MCAR/I/TA-PPA "Preparation of New Area Planting" describes procedure for minimizing and controlling erosion, and peat land management. The organization does not recommend plantings on slopes &gt; 40% or &gt; 22°. When the slope area was planted, system for planting on slopes area was provided by considering soil and climate specific through terracing, determining of base line, levelling of terrace, and determining of planting space. To minimize and control erosion in slope area, several practices have been prepared such as terracing, growing of legume cover crops (LCC). Procedure 03/VPA-RSPO/03/2010 "Management of Riparian Area" has been established to control area around riparian. Planting of "vetiver" grass and natural riparian plant have been performed to minimize stream and riverbank erosion.</p> <p>1. Based on maps of soil unit, there are no slopes above certain limit in area of PT Tapian Nadenggan Estates. Maximum slopes in Tasik Mas Estate was 15%, Hanau Estate was 16%, Tanjung Paring Estate and Langadang 21 %. There is no management strategy needed for plantings on slopes above a certain limit.</p>	<p>Comply</p>
<p><b>4.3.3</b>            A road maintenance program shall be in place.            - Minor compliance –</p>	<p>The organization has established annual road maintenance program to keep the road are in good condition. Road maintenance program consist of manual and mechanical. Manual maintenance are conducted by worker using hoe and other light equipment, whilst mechanical maintenance performed using heavy equipment such as motor grader and vibro compactor.</p> <p>Record of manual road maintenance in Tasik Mas Estate available in "Rencana dan Realisasi Perawatan Jalan Manual Tasik Mas Estate 2019". The record described that realization of manual road maintenance</p>	<p>Comply</p>



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	<p>for period January to June 2019 was 9,019.97 m, whilst plan for January to December 2019 was 17,138.16 m. Realization of mechanical road maintenance using motor grader and vibro compactor in Tasik Mas Estate was 52,070 m.</p> <p>Record of manual road maintenance in Hanau Estate, "Data Realisasi Rawat Jalan Tahun 2019" described that realization of manual road maintenance for period January to June 2019 was 5,483.86 Ha. Mechanical road maintenance in Hanau Estate was recorded in "Rencana dan Realisasi Rawat Jalan Mekanis Tahun 2019". It stated that plan for 2019 was 191,650 m using motor grader 1,500 HM, and realization was 105,375 m using motor grader 946 HM. Map of mechanical road maintenance was evident.</p> <p>Record of manual road maintenance in Tanjung Paring Estate, "TPRE – Program Perawatan Jalan Tahun 2019" described that plan of manual road maintenance 2019 was 15,836.58 Ha, and realization up to June was 5,354.35 Ha. Whilst plan of mechanical road maintenance 2019 was 670,000 m, and the realization up to June was 322,270 m.</p> <p>Record of manual road maintenance in Langadang Estate, "Rencana dan Realisasi Perawatan Jalan Manual dan Mekanis Langadang Estate 2019" described that plan of manual road maintenance 2019 was 8,159.83 Ha, and realization since January to June 2019 was 3,471.11 Ha. Realization of mechanical road maintenance using motor grader and compactor period January to June 2019 was 72,270 m.</p> <p>During field visit and field observation, demonstrated that the road was in condition and can be access even during rain.</p>	
<p><b>4.3.4</b></p>	<p>Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p> <p>- Major compliance –</p>	<p>Comply</p>

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	<p>SOP to provided guidance on subsidence management was presented in SOP/SMART/ MCAR/I/TA-PPA (Preparation of New Area Planting) and SOP/SPO/SMART/LH-05 (Maintain water quality and availability). The SOP described reference to the RSPO BMPs on peat, e.g. management of water level.</p> <p>The SOP mentioned above described peat soil management, water was managed to control water table within range of 50-70 cm below ground surface. Dike that made from sand sacks constructed to maintain water level in main drain and collection drain. Water level was monitored by checking the water level pole, which was provided in main and secondary drain, peat subsidence and piezometer that provided in peat area. Piezometer and water level meter were checked weekly, whilst peat subsidence were checked in 6 month intervals. Items checked beside data are include cleanliness of peat subsidence pole, piezometer, and condition of water level and water gate.</p> <p>Monitoring of peat subsidence are carried out by installing peat subsidence pole. There were 9 subsidence pole in Tanjung Paring Estate, 4 subsidence pole in Langadang Estate to monitor the subsidence level. There were piezometer 36 units in Tanjung Paring Estate, 39 unit in Langadang Estate and 3 units in Hanau Estate to monitor the ground cover water level. Water level pole installed in main drain/collection drain to monitor the water level in drainage system; there were 35 water level pole in Tanjung Paring Estate, 60 water level pole in Langadang Estate. Subsidence minimize by making water gate. Water gate can be open or close based on water level monitoring. Subsidence of peat soil was minimized by maintaining the water level of 40-60 cm. Water level monitoring and Subsidence monitoring are well recorded.</p> <p>Company also has comply with regulation of peat soil monitoring according to PermenLHK Nomor: P.15/Menlhk/Setjen/Kum.1/2/2017. Company and KLHK has determined the compliance point of peat soil monitoring in 15 point (9 point in mineral soil and 6 point in peat soil Tanjung Paring Estate), 7 Points in Langadang Estate, 7 point in Hanau Estate presented in "Keputusan Direktur Jenderal Pengendalian Pencemaran dan Kerusakan Lingkungan Nomor: SK-82/PPKL/PKG/PKL.0/12/2017 dated 26 December 2017. Regulation determined that water level in peat soil shall be maintained at level maximum 40 cm under ground cover. In Langadang Estate, monitoring well (piezometer) has been installed at Block B12 and B20 (mineral), Block B18, X16 and Z15 (peat), whilst at Block Z19 and Z22 cannot be installed due to floody condition.</p> <p>Company has monitor water level weekly and reported to KLHK each quarter. Latest monitoring of water level period January – July 2019 in Tanjung Paring Estate shown that water level is around 5 – 30 cm under</p>	

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	<p>ground cover. Report of water level monitoring in PT Tapian Nadenggan area to “Direktur Jenderal Pengendalian Pencemaran dan Kerusakan Lingkungan” period January – March 2019 was evident based on report No. 19/TN-Kalteng/IV/2019 dated 24 April 2019.</p> <p>Peat Subsidence Pole in Langadang Estate were installed at 3 points, Block X16, Z15 and B18. During site visit to Langadang Estate, the condition of peat subsidence pole, piezometer and water level pole were good. Water level pole at Block B18 Division 3 was pointing at -25 cm from ground surface. Piezometer was pointing at -15 cm from ground surface. Peat subsidence pole pointing at -2.4 cm since its installation in 2015. Condition of water gate (flush or intake) was according to water level result. Monitoring results of water level weekly period January to July 2019 show that water level was between 0 – 40 cm bellow ground surface.</p> <p>Peat subsidence monitoring in Tanjung Paring Estate are carried out by installing peat subsidence pole at 9 points at Block S36, S38, R37, T37, R30, R34, S31, R26, T30. During site visit in Tanjung Paring Estate the condition of peat subsidence pole, piezometer and water level pole were good. Condition of water gate (flush or intake) was according to water level result. Monitoring results of water level weekly period January to July 2019 show that water level was between 0 – 40 cm bellow ground surface.</p>	
<p><b>4.3.5</b></p>	<p>Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.</p> <p>- Minor compliance –</p> <p>Based on detail soil map, there is no peat soil exist in Tasik Mas Estate, therefore drainability assessment is not applicable. However there are 940.04 Ha of peat area in Tanjung Paring Estate, 25 ha peat soil in Hanau Estate and 676.88 ha in Langadang Estate. Therefore drainability assessment available at Hanau Estate, Tanjung Paring Estate and Langadang Estate. Hanau Estate will starts replanting in 2020 and Tasik Mas Estate will starts replanting in 2021. Drainability assessment has been carried out in 2006 for PT Tapian Nadenggan including Hanau Estate, Tanjung Paring Estate and Langadang Estate. The data results have been documented in the Soil Survey Report Semi Details in PT Tapian Nadenggan 2006. Flood risk map was provided as result of the drainability assessment.</p> <p>Monitoring of water level, piezometer and peat subsidence were performed by Hanau, Tanjung Paring and Langadang Estate. Record of monitoring are maintained and available during audit.</p>	<p>Comply</p>
<p><b>4.3.6</b></p>	<p>A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low</p> <p>There are sandy soil in Tasik Mas and Hanau Estate. Sandy soil in Tasik Mas Estate is 980.99 Ha, and in Hanau Estate is 631.90 Ha. The company has conducted management strategy to improve soil fertility to</p>	<p>Comply</p>

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	<p>organic matter, acid sulphate soils).</p> <p>- Minor compliance –</p>	<p>a level that ensures optimal and sustained yield, which is by EFB application. EFB were applied based on the recommendation from SMARTRI in terms of dosage per Ha and location.</p> <p>EFB were applied in Tasik Mas and Hanau Estate by manually and mechanical using tractor. EFB application dosage for sandy soil was 40 ton/ha/year. EFB were not applied nearby housing and water spring. Empty fruit bunch application was performed as ground cover mulch and addition of organic material. Record of EFB application in Tasik Mas Estate, Hanau Estate and Tanjung Paring Estate period 2018 and 2019 are available.</p> <p>Record of EFB manual application in Tasik Mas Estate period 2019 are 1,302.55 ton with area applied 33.47 Ha (Division I – VI), whilst mechanical application are 8,662.26 ton with area applied 300.31 Ha.</p> <p>Record of EFB application in Hanau Estate period 2019 are 13,127.00 ton with area applied 346.55 ha (Division I – VI), consist of 10,922.00 ton (273.05 Ha) as supplement and 2,205.00 ton (73.50) as substitution. Whilst in 2018 FFB applied are 32,832.00 ton with area applied 856.05 Ha (Division I – VI), consist of 28,602 ton (715.05 Ha) as supplement and 4,230.00 ton (141.00 Ha) as substitution. All performed by manual application.</p>	
<p><b>Criterion 4.4:</b>  Practices maintain the quality and availability of surface and ground water.</p>			
4.4.1	<p>An implemented water management plan shall be in place.</p> <p>- Minor compliance -</p>	<p>Surface water monitoring conducted each semester by Testing Laboratory PT Mutu Agung Lestari (Acredited KAN). In Hanau Estate surface water monitoring taken at upstream and downstream Ulin river, Kuning river, Palembang river, Pasipu river, Nahambau river and Bakung river. Standard of threshold water quality is based on Indonesia Government Regulation No. PP RI No. 82 Tahun 2001 Kelas II. Latest monitoring semester II conducted on 6 – 7 September 2018. Based on Analysis result (Report of Testing) No. 6301 – 6322/SL/IX/18 shown that all parameter of water quality has met with the regulation standard. Beside water quality, PT Tapan Nadenggan also monitor the water biota, based on analysis result above can be shown that water quality is in good condition.</p> <p>In Tanjung Paring Estate surface water monitoring taken at upstream and downstream Mandiasuh river. Latest monitoring semester II conducted on 8 September 2018. Based on Analysis result (Report of Testing) No. 6357 – 6362/SL/IX/18 shown that all parameter of water quality has met with the regulation standard.</p>	Comply

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	<p>In Langadang Estate surface water monitoring taken at upstream and downstream Langadang river. Latest monitoring semester II conducted on 8 September 2018. Based on Analysis result (Report of Testing) No. 6350 – 6353/SL/IX/18 shown that all parameter of water quality has met with the regulation standard.</p> <p>Clean water monitoring for domestic water conducted each semester by Testing Laboratory PT Mutu Agung Lestari (Acredited KAN). In Tanjung Paring Estate clean water monitoring taken at water pond Pondok I – III. Standard of threshold water quality is based on PermenKes-RI No. 416/MENKES/PER/IX/1990 Lampiran II. Latest monitoring semester II conducted on 7 Maret 2018. Based on Analysis result (Report of Testing) No. 1689-1691/SL/III/18 shown that all parameter of water quality has met with the regulation standard.</p> <p>In Langadang Estate clean water monitoring taken at water pond Pondok I on 7 March 2028, Analysis result (Report of Testing) No. 1698/SL/III/18 shown that all parameter of water quality has met with the regulation standard</p> <p>Hanau POM has permit to use the surface water according to: Keputusan Bupati Seruyan Nomor 188.45/512/2017 tentang Pemberian izin pengusahaan dan pemanfaatan sumberdaya air, air permukaan untuk kegiatan pengolahan kelapa sawit atas nama PT Tapian Nadenggan yang terletak di Desa Derangga, Kec. Hanau, Kab. Seruyan, Provinsi Kalimantan Tengah. Water usage volume limit according to permit was 19,467.8 m<sup>3</sup>/month from Tarus river.</p> <p>PT Tapian Nadenggan has proposed the additional volume of water usage to Regent of Seruyan through letter No. 01/TN/DL/I/2019 dated 11 January 2019 to become 63,360 due to the increasing of FFB process each month can reach more than 40,000 MT/month. Company has report the water usage each 3 month to regent of Seruyan. In second quarter (April – June 2019) total water usage was 74,670 m<sup>3</sup>.</p> <p>Water retribution paid each year to Badan Pendapatan Daerah Provinsi Kalimantan Tengah according to actual water usage record by flowmeter. Payment record 2018 can be shown in "Tanda Bukti Pembayaran Nomor Bukti: 973/II/UPTPPD/SRY/2019 dated 28 February 2019, amount paid IDR 6,117,800 with total volume 305,890 m<sup>3</sup>.</p>	
<b>4.4.2</b>	<p>Protection of water courses and wetlands, including securing and maintaining appropriate riparian and other buffer zones, at the</p> <p>PT Tapian Nadenggan – Hanau POM has established the procedure for riparian and buffer zone protection which documented in SOP/SPO/SMART/LH-06 and SOP/SPO/SMART/LH-07, and SOP/SMART/BCOS/EHSD/SADV/I/003 for management and monitoring of water resources.</p>	Comply

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<p>time of or prior to replanting shall be demonstrated.</p> <p>- Major compliance -</p>	<p>PT Tapian Nadenggan – Hanau Mill has also shown the document of program on protection of water courses and wetland including securing and maintaining appropriate riparian and other buffer zones under document of “Rencana Rehabilitasi Kawasan Bernilai Tinggi”,</p> <p><u>Hanau Estate:</u></p> <p>There were identified water courses and wetland such as:</p> <ol style="list-style-type: none"> <li>1. Riparian Palembang (35.80 ha)</li> <li>2. Riparian Ulin (28.81 ha)</li> <li>3. Riparian Kuning (13.46 ha)</li> <li>4. Riparian Pasipu (75,74 ha)</li> <li>5. Riparian Nahambau (39.90 ha)</li> <li>6. Riparian Bakung (14.32)</li> <li>7. Fresh water swamp 1 (2.45 ha)</li> <li>8. Fresh water swamp 2 (23.58 ha)</li> <li>9. Fresh water swamp 3 (25.44 ha)</li> <li>10. Fresh water swamp 4 (78.33 ha), and</li> <li>11. Fesh water swamp 5 (38.04 ha)</li> </ol> <p>Riparian zone were well maintain, the following was activity to maintain riparian zone such as :</p> <ul style="list-style-type: none"> <li>– Boundary markers placement in 5 rows of palm trees (50 m) related restrictions spraying of chemicals and chemical fertilizers in the area of 50 m side of the river. There was the evidence during the audit, riparian zone was well maintain and no contamination of chemical usage and fertilizer</li> <li>– Warning boards placement which contain information restrictions the pesticide usage and chemical fertilizers in the riparian area.</li> <li>– Riparian rehabilitation by planting vetiver grass, a shade trees and barriers to erosion trees (Angsana, Sungkai, Trembesi etc.). There was the evidence of plan and realization for riparian rehabilitation, it’s observed Angsana trees and Sungkai was planted and grows well in both side of the river. Sample seen</li> </ul>	

Criterion / Indicator		Assessment Findings	Compliance																		
		<p>“Program Rehabilitasi Kawasan Bernilai Konservasi Tinggi” in 2019 Tasik Mas Estate has planting 129 plants of Angsana (<i>Pterocarpus indicus</i>).</p> <p>Protection of waterways and wetlands have been made by the company through:</p> <ul style="list-style-type: none"> <li>– Protection of riparian areas with no chemical crops care activities both fertilizer and herbicide spraying</li> <li>– Conduct rehabilitation of riparian</li> <li>– Performs of water level in the peatlands area by maintaining surface water height between 40-60 cm, this can be proved by the routine piezometers monitoring on peatland.</li> </ul>																			
<b>4.4.3</b>	<p>Records for monitoring of effluent especially BOD (Biochemical Oxygen Demand) and efforts to comply with legal requirements, shall be available (see criteria 2.1 and 5.6).</p> <p>- Minor compliance –</p>	<p>Hanau POM is conducting a monitoring of effluent especially BOD (Biochemical Oxygen Demand) every month that carried out by Testing Laboratory (PT Mutu Agung Lestari). Waste water effluent is use for Land application according to Permit “Keputusan Bupati Seruyan Nomor 188.45/37/2015 tentang Izin Pemanfaatan Air Limbah dari Industri Minyak Kelapa Sawit Pada Tanah di Perkebunan Kelapa Sawit kepada PT Tapain Nadenggan” dated 12 January 2015 valid until 5 years. Total area permitted for land application was 693.5 ha.</p> <p>Based on result of monitoring January – May 2019 shown comply with legal requirement “KepmenLH nomor 29 tahun 2003”. Sample seen:</p> <table border="1" data-bbox="667 962 1563 1324"> <thead> <tr> <th>Month year 2018</th> <th>BOD (mg/l) – standard of quality 5,000</th> <th>pH – standard of quality 6-9</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>738</td> <td>7.38</td> </tr> <tr> <td>February</td> <td>1,220</td> <td>7.67</td> </tr> <tr> <td>March</td> <td>388</td> <td>7.71</td> </tr> <tr> <td>April</td> <td>1,426</td> <td>7.80</td> </tr> <tr> <td>May</td> <td>783</td> <td>7.83</td> </tr> </tbody> </table>	Month year 2018	BOD (mg/l) – standard of quality 5,000	pH – standard of quality 6-9	January	738	7.38	February	1,220	7.67	March	388	7.71	April	1,426	7.80	May	783	7.83	Comply
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<b>4.4.4</b> Monitoring of mill water use per ton of FFB shall be recorded. - Minor compliance –	Hanau POM has kept the record of mill water use per ton of FFB process. Budget for water usage in 2019 is 0.892 M3/Ton FFB, record in January – June 2018 has shown:		Comply																																																														
	<table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="2">FFB Process (MT)</th> <th colspan="2">Water usage</th> <th colspan="2">Water use per ton FFB</th> </tr> <tr> <th>Actual</th> <th>Budget</th> <th>Actual</th> <th>Budget</th> <th>Actual</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>28,839.25</td> <td>34,330.30</td> <td>21,965.00</td> <td>30,622.63</td> <td>0.76</td> <td>0.89</td> </tr> <tr> <td>February</td> <td>27,096.28</td> <td>34,201.77</td> <td>21,221.00</td> <td>30,507.98</td> <td>0.78</td> <td>0.89</td> </tr> <tr> <td>March</td> <td>29,340.24</td> <td>37,424.84</td> <td>24,673.00</td> <td>33,382.96</td> <td>0.84</td> <td>0.89</td> </tr> <tr> <td>April</td> <td>31,626.27</td> <td>37,322.21</td> <td>27,886.00</td> <td>33,291.41</td> <td>0.88</td> <td>0.89</td> </tr> <tr> <td>May</td> <td>33,057.79</td> <td>37,676.94</td> <td>24,848.00</td> <td>33,607.83</td> <td>0.75</td> <td>0.89</td> </tr> <tr> <td>June</td> <td>33,525.17</td> <td>38,858.66</td> <td>21,936.00</td> <td>34,661.92</td> <td>0.65</td> <td>0.89</td> </tr> <tr> <td><b>Total</b></td> <td><b>183,485.0</b></td> <td><b>450,895.02</b></td> <td><b>142,529.00</b></td> <td><b>402,198.36</b></td> <td><b>0.78</b></td> <td><b>0.89</b></td> </tr> </tbody> </table>			Month	FFB Process (MT)		Water usage		Water use per ton FFB		Actual	Budget	Actual	Budget	Actual	Budget	January	28,839.25	34,330.30	21,965.00	30,622.63	0.76	0.89	February	27,096.28	34,201.77	21,221.00	30,507.98	0.78	0.89	March	29,340.24	37,424.84	24,673.00	33,382.96	0.84	0.89	April	31,626.27	37,322.21	27,886.00	33,291.41	0.88	0.89	May	33,057.79	37,676.94	24,848.00	33,607.83	0.75	0.89	June	33,525.17	38,858.66	21,936.00	34,661.92	0.65	0.89	<b>Total</b>	<b>183,485.0</b>	<b>450,895.02</b>	<b>142,529.00</b>	<b>402,198.36</b>	<b>0.78</b>	<b>0.89</b>
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<b>Criterion 4.5:</b> Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.																																																																	
<b>4.5.1</b>	Monitoring of Integrated Pest Management (IPM) plan	PT Tapian Nadenggan has established SOP for Pests and Diseases Control, that available in the document No. SOP/SMART/MCAR/VII/TA-HPT. The process includes activities in controlling pest detection, census, control recommendations, control and evaluation. The procedures include setting out of technique to be	Comply																																																														



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<p>implementation shall be available.</p> <p>- Major compliance -</p>	<p>implemented, chemical to be used, locations to be applied, and time frame for implementation. It was observed that all IPM program has been performed based on determined schedule.</p> <p>Integrated Pest Management (IPM) Plan for year 2019 was documented in the Division Work Program as verified in Tasik Mas Estate, Hanau Estate, consisted of:</p> <ul style="list-style-type: none"> <li>- Detection of pests and diseases</li> <li>- Census of pests and disease</li> <li>- Planting and upkeep beneficial plant (host plant), e.g. <i>Turnera subulata</i>, <i>Antigonon leptopus</i> and <i>Casia cobanensis</i>.</li> </ul> <p>IPM plan has include the following:</p> <ul style="list-style-type: none"> <li>• Identification of potential pests and safe thresholds</li> <li>• The techniques used (cultural, biological, mechanical and physical methods)</li> <li>• The native species used as part of the biological control method</li> <li>• Reducing the use of chemicals over a period of time</li> <li>• No prophylactic use of pesticides</li> <li>• Minimization of pesticide use</li> </ul> <p>Detection of leaf-eater caterpillar (UPDKS) was performed in monthly interals. Plans and realization of early detection of pests and diseases was well documented. Total sample of leaf-eater caterpillar census in Tasik Mas Estate Division 1: 17,891 plant, Division 2: 18,392 plant, Division 3: 18,975 plant, Division 4: 19,429 plant, Division 5: 17,118 plant, and Division 6: 16,037 plant. Based on document "Rekapitulasi Data Deteksi UPDKS Tahun 2019" period January to June, it was observed that no leaf-eater caterpillar detected in Tasik Mas Estate and Hanau Estate.</p> <p>Detection of leaf-eater caterpillar (UPDKS) in Tanjung Paring Estate was performed monthly and well documented. Based on "Rekap Deteksi UPDKS" period January to June 2019, there was no leaf-eater caterpillar detected in Tanjung Paring Estate. Number of census point in Division 1 was 8,471 point; in Division 2 was 9,324 point; in Division 3 was 7,659 point, in Division 4 was 7,971 point, in Division 5 was 8,453 point and Division 6 was 10,443 point.</p>	

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	<p>Detection of leaf-eater caterpillar (UPDKS) in Langadang Estate was performed monthly and well documented. Based on "Rekap Deteksi UPDKS" period January to June 2019, there was no leaf-eater caterpillar detected in Langadang Estate. Number of census point in Division 1 was 6,921 point; in Division 2 was 8,753 point; and in Division 3 was 8,770 point.</p> <p>Census of rodent are performed in three monthly intervals as documented in "Rekap Hasil Sensus Tikus Tahun 2019". Based on the document, in Tasik Mas Estate for period January 2019 there are 1.39% of rat attack, in April 2019 there are 1.66%.</p> <p>Based record period April 2019 in Hanau Estate, there are 0.63% attack in Division 1; 1.15% attack in Division 2; 2.05% attack in Division 3; 2.15% attack in Division 4; 3.30% attack in Division 5; 1.09% attack in Division 6.</p> <p>Based record period April 2019 in Tanjung Paring Estate, there are 0.96% attack in Division 1; 1.47% attack in Division 2; 1.66% attack in Division 3; 2.64% attack in Division 4; 2.19% attack in Division 5; 2.38% attack in Division 6.</p> <p>None of them are above the 5% threshold, therefore no need to control with chemical rodenticide. Rodent control are using natural predator barn-owl (<i>Tyto alba</i>). Based on last census of barn-owl box (gupon), which documented in "Rekap Ketersediaan Gupon Tahun 2019" period July, described there is 129 active barn-owl boxes in Tasik Mas Estate and 14 inactive barn-owl boxes. Map of barn-owl boxes are evidence, each barn-owl boxes covers 30 Ha in average.</p> <p>Based on last census of barn-owl box (gupon) in Hanau Estate, which documented in "Rekap Monitoring Gupon Tahun 2019" period June, described there is 146 active barn-owl boxes in Hanau Estate, with 100% of occupancy.</p> <p>Based on last census of barn-owl box (gupon) in Tanjung Paring Estate, which documented in "Rekap Monitoring Gupon Tahun 2019" period July, described there is 142 active barn-owl boxes in Tanjung Paring Estate, with 100% of occupancy.</p> <p>Based on last census of barn-owl box (gupon) in Langadang Estate, which documented in "Rekap Monitoring Gupon Tahun 2019" period June, described there are total 69 barn-owl boxes in Langadang Estate, 46 of it are active, therefore occupancy are 67%.</p>	

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	<p>Planting and upkeep of beneficial plant (host plant), e.g. <i>Turnera subulata</i>, <i>Antigonon leptopus</i> and <i>Casia cobanensis</i> were documented in Division Work Program 2019. As sample for period June in Tasik Mas Estate Division 1 plan: 708.20 Ha, actual: 708.20 Ha, Division 2 plan: 741.77 Ha, actual: 741.77 Ha, Division 3 plan: 721.06, actual: 721.06 Ha. The organization also provided map of hostplant in "Peta Tanaman Inang Agensi Pengendali Hayati (APH)". As sample for period May in Hanau Estate Division 1 plan: 668.65 Ha, actual: 560.76 Ha, Division 2 plan: 708.99 Ha, actual: 718.99 Ha, Division 3 plan: 836.23, actual: 497.47 Ha, Division 4 plan: 587.78 Ha, actual: 587.78 Ha, Division 5 plan: 678.27 Ha, actual: 263.40 Ha, Division 6 plan: 696.71, actual: 279.27 Ha. The organization also provided map of hostplant in "Peta Tanaman Inang Agensi Pengendali Hayati (APH)".</p> <p>Planting and upkeep of beneficial plant in Tanjung Paring Estate presented in "Program Tanam/Rawat Tanaman Inang 2019". Based on the record period January to June 2019, has been planted/upkeep 465 plot of <i>Turnera subulatta</i>, 28 plot of <i>Casia tora</i> and 44 plot of <i>Antigonon leptopus</i>.</p> <p>Planting and upkeep of beneficial plant in Langadang Estate presented in "Program Tanam/Rawat Tanaman Inang 2019". Based on the record period January to June 2019, has been planted/upkeep <i>Turnera subulatta</i> 198 plot in Division 1, 213 plot in Division 2, 226 plot in Division 3; <i>Antigonon leptopus</i> 15 plot in Division 1, 15 plot in Division 2 and 14 plot in Division 3.</p>	
<p><b>4.5.2</b></p>	<p>Training records of Integrated Pest Management (IPM) shall be available.</p> <p>- Minor compliance –</p>	<p>Comply</p>
<p><b>Criterion 4.6:</b> Pesticides are used in ways that do not endanger health or the environment</p>		
<p><b>4.6.1</b></p>	<p>The company has policy on safe use of chemical including pesticides which stated in GAR Social and Environment Policy, dated September 8<sup>th</sup>, 2015. The company has also established memorandum that the use of paraquat is prohibited. It was verified that no paraquat been used for weed control.</p>	<p>Comply</p>

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<p>target species with appropriate dosage which have minimal impact on non-target species.</p> <p>- Major compliance -</p>	<p>The procedures SOP/SMART/MCAR/VII/TA-HPT (Pest and Disease Control) and SOP/SMART/MCAR/VIII/TA-PGM (Weed Control) has mentioned the use of selective products that are specific to target pests, weeds, or diseases and which have minimal effect on non-target species and measures to avoid the development of resistance (such as pesticide rotation) should be applied.</p> <p>The company only used approved and registered agrochemical, permitted by the relevant authority issued by The Pesticides Commission of the Agricultural Ministry of the Republic of Indonesia. As seen on the records, agrochemicals used by Tasik Mas Estate, Hanau Estate, Tanjung Paring Estate in 2019 were include the following:</p> <ul style="list-style-type: none"> <li>• Roll Up 480 SL, active ingredient <i>Isopropilamina glifosat</i> 480 g/l (glifosat 365 g/l equivalent), license No. RI.01030120042133, valid until 3 September 2023, Class U.</li> <li>• Erkaforon 20 WG, active ingredient <i>Metil Metsulfuron</i> 20%, license No. RI.01030120093530, valid until 13 May 2020, Class U.</li> <li>• Rolifos 150 SL, active ingredient <i>Ammonium Glufosinate</i> 150 g/l (glufosinate active 137 g/l equivalent), license No. RI.01030120103683, valid until 5 May 2020, Class U.</li> </ul> <p>Based on field observation, it was noted that there were no agrochemicals being used which were not registered during this audit.</p>	
<p><b>4.6.2</b></p> <p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications shall be available.</p> <p>- Major compliance -</p>	<p>Organization has defined a pesticide application program in the annual budget and annual work plan in each division. Appropriate dosage of herbicide use and the type of job rotations per year has been defined by organization in work program, i.e. Spraying circle and path three times a year using Roll Up + Erkaforon.</p> <p>Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per hectare and number of applications) have been provided.</p> <p>Pesticides used were well recorded in "Data Toxicity Pesticida". The documents were also recorded dosage of agrochemical use, target species.</p> <p>Volume of pesticide used by Tasik Mas Estate for period June 2019 was Roll Up 480 SL: 125.94 litre and Erkaforon: 16.00 kg. Todate June 2019, Roll Up: 1,029.86 litre, areal applied 7,858.91 Ha; Erkaforon: 105.77 kg, areal applied 5,823.24 Ha; and Rolifos: 7.78 litre, areal applied 2.05 Ha.</p> <p>Below are the record of pesticide use in Tasik Mas Estate todate June 2019:</p>	<p>Comply</p>

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		<b>Product Name</b>	<b>Total area applied</b>	<b>LD50 (mg/kg)</b>	<b>% Active ingredients</b>	<b>Total Application</b>	<b>Total Active ingredients</b>	<b>Pesticide unit per Ha</b>	
		Roll Up 480 SL	7,858.91	5,000	0.41	1,029.86	422.24	0.053727623	
		Erkafuron 20 WG	5,823.24	5,000	0.20	105.77	21.15	0.003632514	
		Rolifos 150 SL	2.05	2,000	0.15	7.78	1.17	0.569268293	
		Below are the record of pesticide use in Hanau Estate todate June 2019:							
		<b>Product Name</b>	<b>Total area applied</b>	<b>LD50 (mg/kg)</b>	<b>% Active ingredients</b>	<b>Total Application</b>	<b>Total Active ingredients</b>	<b>Pesticide unit per Ha</b>	
		Roll Up 480 SL	7,236.49	5,000	0.41	862.93	353.80	0.048891106	
		Erkafuron 20 WG	3,381.04	5,000	0.20	78.72	15.74	0.004655372	
		Rolifos 150 SL	96.54	2,000	0.38	29.64	1.11	0.011497824	
		Below are the record of pesticide use in Tanjung Paring Estate todate June 2019:							
		<b>Product Name</b>	<b>Total area applied</b>	<b>LD50 (mg/kg)</b>	<b>% Active ingredients</b>	<b>Total Application</b>	<b>Total Active ingredients</b>	<b>Pesticide unit per Ha</b>	
		Roll Up 480 SL	7,530.15	5,000	0.41	1,066.38	437.22	0.058062031	

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		Erkafuron 20 WG	3,686.32	5,000	0.20	215.26	43.05	0.011678856																													
		Below are the record of pesticide use in Langadang Estate todate June 2019:																																			
		<b>Product Name</b>	<b>Total area applied</b>	<b>LD50 (mg/kg)</b>	<b>% Active ingredients</b>	<b>Total Application</b>	<b>Total Active ingredients</b>	<b>Pesticide unit per Ha</b>																													
		Roll Up 480 SL	3.238.26	5,000	0.41	446.18	182.93	0.056490213																													
		Erkafuron 20 WG	2.145.77	5,000	0.20	145.26	29.05	0.013538263																													
		Rolifos 150 SL	465.85	2,000	0.15	40.22	6.03	0.012944080																													
<b>4.6.3</b>	Any use of pesticides shall be minimized as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in Indonesia Best Practice guidelines. - Major compliance -	<p>The use of pesticides has been minimized as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. Use of pesticides in the field was always lower than the planned budget. It also shows the company's commitment to always reduce pesticide usage and give priority to the prevention of mechanical, biological and integrated pest management.</p> <p>There was no evidence of prophylactic use of pesticides, all pesticides only used for certain targets of weeds or pests accordance to the plan and best agriculture practice.</p> <p>Trend of pesticide use in Tasik Mas Estate during last 4 years:</p> <table border="1"> <thead> <tr> <th rowspan="2">Type</th> <th rowspan="2">UOM</th> <th colspan="4">Year</th> </tr> <tr> <th>2016</th> <th>2017</th> <th>2018</th> <th>2019</th> </tr> </thead> <tbody> <tr> <td>Rolifos</td> <td>Litre</td> <td>45.00</td> <td>-</td> <td>30.23</td> <td>7.78</td> </tr> <tr> <td>Roll up</td> <td>Litre</td> <td>2,188.99</td> <td>2,202.63</td> <td>2,231.25</td> <td>1,029.86</td> </tr> <tr> <td>Erkafuron</td> <td>Kg</td> <td>99.95</td> <td>95.26</td> <td>219.45</td> <td>105.77</td> </tr> </tbody> </table>							Type	UOM	Year				2016	2017	2018	2019	Rolifos	Litre	45.00	-	30.23	7.78	Roll up	Litre	2,188.99	2,202.63	2,231.25	1,029.86	Erkafuron	Kg	99.95	95.26	219.45	105.77	Comply
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		Other action taken to minimize the herbicide usage was determined by 1 rotation using manual weeding and 2 rotation chemical by Controlled Dropped Application (CDA) using MHS (Micron Herbi Spraying). Except, in some area of Langadang Estate are still using knapsack sprayer.	
<b>4.6.4</b>	The evidence shall be available to demonstrate that use of Pesticides, categorized in Class 1A or 1B by World Health Organization, or those are listed in the Stockholm and Rotterdam Conventions, and paraquat are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimized and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	The company has policy on safe use of chemical including pesticides which stated in GAR Social and Environment Policy, dated September 8 <sup>th</sup> , 2015. The company has also established memorandum No. 032/PD/VIII/2016 that the use of paraquat is prohibited since beginning 2016. Based on table in indicator 4.6.3, it was verified that no paraquat dichloride (Rolixone) been used for weed control since 2016. During interview with spraying workers, it was verified that no uses of paraquat since 2016.	Comply
<b>4.6.5</b>	Evidence of pesticide application by trained person and in accordance with application guidelines in product label and storage guidelines shall be available. Appropriate safety equipment shall be provided and utilized. All precautions attached to the products shall be properly observed, applied, and	Pesticides have been applied and handled by trained spraying workers who have received usage of limited pesticide training. Training was delivered annually by SMARTRI, Pesticides Commission and Pesticides Supplier, the latest training held on 28 February 2017 at Tasik Mas Estate to all spraying worker in Tasik Mas and Hanau Estate. Training record such as attendance list and training module were sighted. Training covered handling of pesticide concentrate and spraying method including pesticide hazard. Pesticides application and handling were continuously disseminated in morning briefing.  Pesticides always applied in accordance with the product label and storage instruction. All spraying personnel have known well the target of each pesticide, e.g. <i>Glyphosate</i> is for narrow-leafs weeds, <i>Metil Metsulfuron</i> is for wide-leaf weeds.	Comply



Criterion / Indicator	Assessment Findings	Compliance
<p>understood by workers (see Criterion 4.7).                      - Major compliance -</p>	<p>MSDS and hazard symbol label were provided at worksite nearby the agrochemicals. PPE for handling of chemicals were provided including boots, apron, safety glass, respiratory mask and hand gloves. The possible spill was managed, spill kit was provided in the area.</p> <p>Site visit in Tasik Mas Estate, Langadang Estate, Tanjung Paring Estate and Hanau Estate has been done to observe the spraying and pesticide application in field. Interview with spraying workers were evident that all of them has a good knowledge regarding the pesticide usage and its material usage and toxicity. All the workers has used the personal protective equipment meet with the safety rules and work instruction such as: Aprons, safety goggles, chemical mask, hand gloves (2 type: cotton inside and rubber outside) and safety shoes. All precautions attached to the products properly observed, applied, and understood by workers. All applications of agrochemicals were in accordance with the product label and storage instruction. MSDS of all product was understood by workers.</p> <p><b>Tasik Mas Estate (TMSE):</b>                      In House Training conducted by Research and Development Department for 14 sprayers and 3-pesticide supervisor on 13 March 2019. The training title Integrated Weeds Management.</p> <p><b>Hanau Estate (HNAE):</b>                      There are totally 12 male sprayers and 4 spraying supervisor (mandor) as pesticide/herbicide applicator in Hanau Estate. In house training for Integrated Pest/Weeds Management already performed on 13 March 2019.</p> <p>Based on field observation and interview in Spraying activity in Block F5 Div. 2 there are four (4) male sprayers conducting herbicide application. Those workers was understood and clearly trained persons in accordance with pesticide/herbicide application.</p>	
<p><b>4.6.6</b></p>	<p>Storage of pesticides shall be according to recognised best practices. All pesticides containers shall be properly managed according to the existing regulations and or</p> <p>SOP for pesticide storage has been provided. Pesticides are stored in the determined area separated from fertiliser and other chemicals. Pesticides storage is provided in Divisions as well as in central storage. Agrochemicals storage is locked areas with limited access. The storage is ventilated. MSDS and hazard symbol label are provided nearbyof pesticides. Emergency shower and eyewash are also provided to anticipate in case of an emergency of agrochemical handling. PPE for handling of pesticides are provided including boots, apron, safety glass, respiratory mask and hand gloves. The possible spill is managed. Secondary containment is provided around the pesticides storage area. Spill kit is also provided in the area.</p>	<p>Comply</p>

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	instructions enclosed on the containers (see criterion 5.3). - Major compliance -	Based on field observation at Chemical storage Hanau Estate and Division I&IV, there only 5 types of pesticides kept at chemical storage, i.e: Erkafuron, Roll Up, Rolifos, Kao Adjuvant and Erkatril. All chemical containers kept securely at Hazardous Waste Storage located in Hanau Estate (behind workshop).	
<b>4.6.7</b>	Application of pesticides shall be by proven methods that minimize risk and negative impacts. - Minor compliance -	<p>Mechanism for pesticide use and handling was documented in the procedure SOP/SMART/ MCAR/VIII/TA-PGM and work instruction for Weeds control (IK/SMART/MCAR/VIII/TA-PGM/03). Training and dissemination on work instruction including risk and impacts of pesticide applications (Material safety data sheet) has been delivered by organization to all sprayers and chemical workers. Training and dissemination records were sighted.</p> <p>Based on field observation and interview in Spraying activity in Block F5 Div. 2 there are four (4) male sprayers conducting herbicide application. This was evident by the employee can demonstrate the correct way to work in accordance with the procedures including how use and handling the risks in accordance with material safety sheets. There have been sheets of safety work (MSDS) and the symbols of hazardous and toxic materials are properly installed on the walls and doors of warehouse. The sprayer also using personal protective equipment in accordance with specified hazard identification and material safety data sheet such as mask, gloves, safety shoes, apron and googles. In addition, employees are also informed about the steps of secure work in each roll call in the morning prior to work. Personnel interviewed can clearly explain the type of work including work methods and goals, materials used (pesticides) including the dosage and danger, personal protective equipment and first aid. Several BKM of circle weeding spray using agrochemicals was sighted. It was noted that agrochemicals (roll up and erkafuron) use were approved and registered agrochemical.</p> <p>Spraying tank and PPE (apron, cloth and mask) are washed by designated person in a designated area after use. Field observation conducted to the washing facility at Pondok 1 Hanau Estate. Water from washing activity are reused for the next spraying activity. There is no potential contamination observed. Person interview was understood her job and responsibility.</p>	Comply
<b>4.6.8</b>	Pesticides may only be applied aerially where there is a documented justification. Surrounding communities shall	There is no aerial application of pesticide throughout the company plantation.	Not applicable N/A

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	<p>be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>		
<b>4.6.9</b>	<p>Evidence of training on handling pesticide for workers and scheme smallholder (if any) shall be available.</p> <p>- Minor compliance -</p>	<p>Agrochemicals have been applied and handled by trained spraying workers who have received usage of limited pesticide training. Training was delivered by Pesticide Commission of Agriculture Department and Man Power Department Kabupaten Seruyan and East Kotawaringin, Central Kalimantan Province and agrochemical supplier.</p> <p>In House Training at Hanau Estate conducted by Research and Development Department for 14 sprayers and 3-pesticide supervisor on 13 March 2019. The training title Integrated Weeds Management.</p> <p>There is no scheme smallholder associated to PT Tapian Nadenggan - Hanau.</p>	Comply
<b>4.6.10</b>	<p>Proof that pesticide waste has been handled as per legal regulations and understood by worker and manager, shall be demonstrated.</p> <p>- Minor compliance -</p>	<p>SOP for proper disposal of pesticide waste material was described in SOP/SMART/LEMS-EHSD/SADV/I/002 and IK/SMART/LEMS-EHSD/SADV/I/002/001 – Waste handling. Pesticide waste was reuse as mixing water for the next spraying activity.</p> <p>Certificate Holder has license of Hazardous Waste Storage. The license obtained since 6 November 2015 as per "Surat Keputusan Bupati Seruyan Nomor: 188.45/447/2015". Valid until 5 years. This license appointed to Hanau Estate, Tasik Mas Estate, Hanau Mill, Tanjung Paring Estate and Langadang Estate, completed with GPS coordinates.</p>	Comply
<b>4.6.11</b>	<p>Annual medical records of pesticide operators, and follow-up treatment of medical results, shall be available.</p> <p>- Major compliance -</p>	<p>PT Tapian Nadenggan – Hanau POM has shown the record of medical check up for pesticide operator every six months and for fertilizing operator (annually). MCU has conducted by company doctor.</p> <p>Sample seen:</p> <p><b>Langadang Estate (LNGE):</b></p> <p>Annual Medical Check Up: 22-25 October 2018. Total checked is 321 workers.</p> <p>Specific medical examination:</p>	Comply

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		<ul style="list-style-type: none"> <li>- Cholinesterase (Blood Check) Actual: 25 June 2019, checked for total 52 workers (sprayer-10 workers and fertilizer applicator-42 workers).</li> <li>- Spirometric (inhalation): 13 May 2019 for 54 workers.</li> <li>- Audiometry (hearing): 14 May 2019 for 5 workers (generator machine operator and mechanic).</li> </ul> <p>Based on interview with five (5) male pesticide operator/sprayers in Block B13 Div. 3, it was clearly acknowledge that Annual medical surveillance and specific medical examination has conducted and the result was Normal condition. All information related medical examination are deliver to the workers.</p>	
<b>4.6.12</b>	<p>Records shall be available to show that spraying is not conducted by pregnant or breast-feeding women.</p> <p>- Major compliance -</p>	<p>PT Tapian Nadenggan – Hanau POM has kept the record that spraying is not conducted by pregnant or breast-feeding women. The company has been conducting PP Test (pregnant test) every month. If any cases, the pregnant test result is positive.</p> <p>Sample seen:</p> <p><b>Tasik Mas Estate (TMSE):</b></p> <p>Pregnancy monitoring for female sprayer conducted in monthly basis. “Cek Kehamilan Bagi Tenaga Semprot” seen in April, May and June 2019. Total 31 female sprayer checked and identified 1 sprayer in pregnant condition name Mrs. Suyati (Division 4). She’s already moved to another activity as Manual Upkeep, as per Estate Manager Letter No: 055/TMSE-EXT/04/2019, dated 30 April 2019. This letter applied since May 2019.</p> <p>Hanau Estate, Langadang Estate, Tanjung Paring Estate: all sprayers is male workers.</p>	Comply
<p><b>Criterion 4.7:</b>            An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>			
<b>4.7.1</b>	<p>A health and safety policy shall be in place. A health and safety plan shall be documented and implemented, and its effectiveness monitored.</p> <p>- Major compliance -</p>	<p>There is no revision over occupational health and safety policy in PT. Tapian Nadenggan. The policy has been implemented based on the applicable regulation and written in bahasa. Field visit and interview in mill and estate revealed that the occupational health and safety has been socialized and implemented by company through Socialization with personnel during muster morning before work. The management unit has had procedure in term of OHS such as SOP of OHS, SOP of regular medical checkup, etc. furthermore, the estate and mill management unit has had work program in term of OHS. The effectiveness of the</p>	Comply

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		health and safety plan has been monitored and evaluation in the meeting are conducted regularly every month.	
4.7.2	A documented risk assessment shall be available and its implementation shall be recorded. - Major compliance -	PT Tapian Nadenggan – Hanau Mill has established the procedure of risk assessment under Procedure of Hazard identification and Risk assessment (SOP/SMART/HESS-EHSD/SADV/I/02). <b>Tasik Mas Estate (TMSE):</b> Tasik Mas has prepared the document of Risk Assessment as in “Identifikasi Sumber Bahaya Penilaian dan Pengendalian Resiko –ISBPR period Jan-Dec 2019, revised on 9 January 2019. All activities already captured within the HIRAC. Risk identification already considering type of activities and its impact. <b>Hanau Mill (HNAM):</b> HIRAC/ISBPR Hanau Mill-KCP-Biogas Plant year 2019, review on 10 January 2019. OFI: Consideration of fatigue as a factor or source impact of risk in several activity at Palm Oil Mill.	Comply
4.7.3	Records of Occupational Health and Safety (OHS) program (see 4.8) and Personal Protective Equipment (PPE) training in accordance with the result of hazard identification and risk analysis shall be available to all workers. - Major compliance -	<b>Tasik Mas Estate (TMSE):</b> OHS program “Program K3 Tahun 2019 Form No: F/SMART/HESS-EHSD/SADV/004/001” is available. Sample: Medical Check Up Workers: Cholinesterase (Blood Check) Plan on May 2019. Actual: 27-28 June 2019, checked for total 80 workers (sprayer and fertilizer applicator). Spirometri and Audiometri Plan on June 2019; Actual: 27-28 June 2019. Annual Medical Surveillance (MCU) Plan on December 2019, Actual conducted on February 2019 for total 725 workers. In addition, the management unit has an Evaluation of OSH Program Implementation “Evaluasi Pelaksanaan Program K3 (Form No: F/SMART/HESS-EHSD/SADV/003/001)” where updated in monthly basis. Sample seen updated on 29 June 2019. “SOP Manajemen Alat Pelindung Diri (SOP/SMART/HESS-EHSD/SADV/I/010) where Pesticide Applicator completed with PPE Safety Glasses/Face Shield, Apron, Rubber Boots. <b>Langadang Estate (LNGE):</b>	Comply

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Criterion / Indicator	Assessment Findings	Compliance
	<p>Emergency training conducted annually. Sample of record seen, Emergency training program 2019, particularly in Land Fire Management training planned on May 2019. According to evidence by internal email dated 13 June 2019, an actual Land Fire Management training conducted on 18-20 June 2019. This training attended by 3 person’s representative of each Estate: Langadang Estate (3); Tanjung Paring Estate (3); Hanau Estate (3) and Tasik Mas Estate (3).</p> <p>In addition, OHS training particularly on Risk Management and Occupational Incident Investigation conducted in 19-22 February 2019. This training assigned for Safety Officer each unit (Mill and Estate) and trainer provided by OSH Department of Head Office.</p> <p>Training of OHS Policy, PPE Management, Emergency and HIRAC also conducted periodically. This year (2019) the training already performed on 7, 12 and 13 February 2019.</p> <p><b>Hanau Mill (HNAM):</b>  PPE training at Mill conducted on 25 March 2019 and attended by 101 workers.  OHS Policy training on 21 January 2019 and attended by 102 workers.  Training implementation of procedures and work instruction conducted on 18 January 2019 and attended by 18 January 2019.</p>	
<p><b>4.7.4</b></p> <p>The responsible person(s) for occupational health and safety shall be identified and there shall be records of periodical meetings on health and safety issues.</p> <p>- Major compliance -</p>	<p><b>Tasik Mas Estate (TMSE):</b>  Safety Committee (P2K3) has established based on Manpower Agency Decree “Keputusan Ka. Disnakertrans Prov. Kalimantan Tengah Nomor: KEP.17/DISNAKERTRANS/V/2018, dated 30 May 2018”. Validity upto 29 May 2021. The safety officer as responsible person in OSH of Tasik Mas Estate is Mr. Kasmayadi with license No. 40312/PK3/AJ/31/2017/P0, valid until 5<sup>th</sup> May 2020.</p> <p><b>Hanau Estate (HNAE):</b>  Safety Committee (P2K3) has established based on Manpower Agency Decree “Keputusan Ka. Disnakertrans Prov. Kalimantan Tengah Nomor: KEP.02/DISNAKERTRANS/III/2018, dated 28 March 2018”. Validity up to 27 March 2021. The safety officer as responsible person in OSH of Hanau Estate is Mr. Ali Hasymi Nasution with license No. 1013/PK3/AJ/31/2018/P1, valid until 5<sup>th</sup> March 2021.</p> <p>Safety Report (Laporan P2K3) already reported periodically in three monthly basis. Latest period Jan-Mar 2019 already submitted to related agency on 24 April 2019.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>Safety meeting conducted in monthly basis. Latest meeting conducted on 21 June 2019 and attended by 22 persons. This meeting concern in reviewing Occupational Incident and OSH Training Program.</p> <p><b>Langadang Estate (LNGE):</b>            Safety Committee (P2K3) has established based on Manpower Agency Decree "Keputusan Ka. Disnakertrans Prov. Kalimantan Tengah Nomor: KEP.32/DISNAKERTRANS/II/2019, dated 27 February 2019". Validity up to 26 February 2022. The safety officer as responsible person in OSH of Langadang Estate is Mr. Dana Wahyu Dewangga with license No. 31096/PK3/AJ/31/2018/P1, valid until 30<sup>th</sup> March 2022.</p> <p><b>Tanjung Paring Estate (TPRE):</b>            Safety Committee (P2K3) has established based on Manpower Agency Decree "Keputusan Ka. Disnakertrans Prov. Kalimantan Tengah Nomor: KEP.19/DISNAKERTRANS/II/2019, dated 6 February 2019". Validity up to 5 February 2022. The safety officer as responsible person in OSH of Tanjung Paring Estate is Mr. Rio Candra Simarmata with license No. 40317/PK3/AJ/31/2017/P0, valid until 5<sup>th</sup> June 2020.</p> <p>Safety meeting conducted in monthly basis. Latest meeting conducted on 20 June 2019 and attended by 20 persons. This meeting concern in reviewing Occupational Incident and OSH Training Program; Refreshment and responsibilities of safety officer; Readiness of Emergency Team and Evaluation of Occupational Incident Sources and Preventive Action.</p> <p><b>Hanau Mill (HNAM):</b>            Safety Committee (P2K3) has established based on Manpower Agency Decree "Keputusan Ka. Disnakertrans Prov. Kalimantan Tengah Nomor: KEP.46/DISNAKERTRANS/IV/2019, dated 4 April 2019". Validity up to 3 April 2022. The safety officer as responsible person in OSH of Hanau Mill is Mr. Yudhi Wicaksono (license No. 16448/PK3/AJ/31/2017/P2, valid until 31 August 2020) and Mr. Mohamad Ali Muktar (license No. 7854/PK3/AJ/31/2018/P1, expired 21 September 2021).</p> <p>Safety Report (Laporan P2K3) already reported periodically in three monthly basis. Latest period Jan-Mar 2019 submitted on 27 April 2019 and period Apr-Jun 2019 submitted on 4 July 2019.</p> <p>Safety meeting conducted in monthly basis. Latest meeting conducted on 21 June 2019 and attended by 14 persons. This meeting concern in reviewing Occupational Incident and OSH Training Program.</p>	

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<p><b>4.7.5</b> A procedure for emergency and work accident shall be available in Indonesian Language; and the workers, who have attended First Aids training, are available in the working areas.</p> <p>- Minor compliance -</p>	<p><b>All Estates:</b></p> <p>Estate provide medical healthcare “poliklinik” to handling emergency, medical services and first aid handling. Each clinic has licensed paramedic that registered as per national regulation. In Langadang Estate clinic, one female paramedic has registered by Hyperkes from Ministry of Manpower with certificate No. 14.063/PM-I/12 issued on September 2012.</p> <p>All the medical activities, first aid training and medical handling at each clinic unit is under supervising of the doctor dr. Alboin C Senduk which has appointed as company’s doctor. The doctor has obtained a license from Ministry of Manpower No. KEP.164/BINWASK3-PNK3/KK/VII/2017, issued on July 2017 (valid until July 2020). This doctor is responsible person to supervising and examine of OHS aspect in scope of certificate holder.</p> <p><b>Langadang Estate (LNGE):</b></p> <p>First Aid training conducted annually. Sample of record seen, First Aid training program of 2019 planned on June 2019. According to evidence by internal email dated 6 July 2019, an actual First Aid training conducted on 9 July 2019. This training attended by 33 workers consist of field supervisor, driver and upkeep/maintenance. The trainer is corporate doctor dr. Alboin Carlo.</p> <p><b>Hanau Mill (HNAM):</b></p> <p>Emergency training at Mill conducted on 13 May 2019 and attended by 100 mill workers.</p>	<p>Comply</p>
<p><b>4.7.6</b> All workers shall be provided with medical care, and covered by accident insurance (see criterion 6.5.3).</p> <p>- Minor compliance –</p>	<p><b>Tasik Mas Estate (TMSE):</b></p> <p>Medical care</p> <p>Accident Insurance (BPJS Naker): last payment seen for June 2019 paid on 1 July 2019 for total 738 workers.</p> <p>Medical Insurance (BPJS Kes): last payment seen for June 2019 total 622 workers. Paid on 10 July 2019.</p> <p><b>Hanau Estate (HNAE):</b></p> <p>Medical care</p> <p>Accident Insurance (BPJS Naker): last payment seen for June 2019 paid on 12 July 2019 for total 665 workers.</p>	<p>Comply</p>



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	<p>Medical Insurance (BPJS Kes): last payment seen for July 2019 paid on 12 July 2019 total 641 workers. Based on interview with 4 male sprayer at Block F5 Div. 2, it confirmed that the company already covers medical insurance. Re-verification with documented evidence,</p> <ul style="list-style-type: none"> <li>• Card #0001548244192: Rahim Arsyad (Mandor Spraying)</li> <li>• Card #0001548237194: Ali</li> <li>• Card #0001548239433: Kapi</li> <li>• Card #0001548236979: Kemiso</li> <li>• Card #0001548239624: Mardiono</li> </ul> <p><b>Langadang Estate (LNGE):</b> Medical care</p> <p>Accident Insurance (BPJS Naker): last payment seen for June 2019 paid on 12 July 2019 for total 305 workers.</p> <p>Medical Insurance (BPJS Kes): last payment seen for July 2019 paid on 12 July 2019 total 264 workers. Based on interview with 5 male sprayer at Block B13 Div. 2 and 3 harvester, it confirmed that the company already covers medical insurance. Re-verification with documented evidence,</p> <ul style="list-style-type: none"> <li>• Randi (JAMKESMAS – Medical insurance provide by local goverment)</li> <li>• Card #0001548155608: Paino (Harvester)</li> <li>• Card #0001548155957: Ridwan (Harvester)</li> <li>• Card #0001551158943: Miftah (Sprayer)</li> <li>• Card #0001548183971: Ahmad Fauzan (Harvester)</li> <li>• Card #0002490403983: M. Yusuf (Sprayer)</li> <li>• Card #0002737180697: Ahmad Holisun (Sprayer)</li> <li>• Card #0002743204961: Nurdin (Sprayer)</li> </ul> <p><b>Hanau Mill (HNAM):</b></p>	

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		<p>In 15 May 2019, 1 accident occurs at sterilizer station. Based on investigation report, sterilizer operator was not competent in job due to operator is on annual leave. This incident is "exposed to hot steam, as opening the door stew zero-pressure conditions yet". Name: Arya Hidayat was covered directly to national insurance (BPJS Naker) with registered number 16023926906 and already taking care by local hospital (RSUD Pembuang Hulu).</p> <p>Medical care</p> <p>Accident Insurance (BPJS Naker): last payment seen for June 2019 paid on 12 July 2019 for total 170 workers.</p> <p>Medical Insurance (BPJS Kes): last payment seen for July 2019 paid on 12 July 2019 total 167 workers.</p> <p>Based on interview with 3-mill worker, it confirmed that the company already covers medical insurance. Re-verification with documented evidence,</p> <ul style="list-style-type: none"> <li>• Card #10023904005: Hairuji (Water Treatment Plant Operator)</li> <li>• Card #03R10059520: Ibrohim (Turbine Operator)</li> <li>• Card #01R10054467: Tri Hudyanto (Boiler Operator)</li> </ul>	
<b>4.7.7</b>	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. - Minor compliance	<p><b>Hanau Mill (HNAM):</b></p> <p>Hanau Mill has documented Lost Time Accident for 2019. Summary of LTA since 2017 as follow:            2017: zero accident            2018: 2 accident; 25 lost time days.            2019 (upto June): 1 accident; 11 lost time days.</p>	Comply
<p><b>Criterion 4.8:</b>            All staff, workers, smallholders and contract workers are appropriately trained.</p>			
<b>4.8.1</b>	Records of training program related to the aspects of RSPO Principles and Criteria shall be available.	<p>Certificate Holder has had training program related to new RSPO P&amp;C 2018 starting July 2019 and will be ended in November 2019. This training allocated for all SPO officer region within 8 batches. For representative of SPO officer Hanau POM and this region will be trained on 23-27 September 2019.</p> <p><b>Tasik Mas Estate (TMSE):</b></p>	Comply

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<p>- Major compliance -</p>	<p>"Jadwal Pelatihan 2019 – Program Kerja SPO 2019".</p> <ul style="list-style-type: none"> <li>- Electrical: 25-27 Feb 2019.</li> <li>- First Aid Training: Plan February 2019, Actual 14 Mar 2019.</li> <li>- IPM Training: Plan April 2019, Actual 15 Feb 2019.</li> </ul> <p><b>Tanjung Paring Estate (TPRE):</b>  OHS Training Program 2019, sample training of elevation planned on 31 July 2019. However, it has already conducted in 1-3 July 2019, where PT. FORMASI (PJK3) as training provider. This training assigned to "Pengawas Menara Pantau Api", Barn Owl Officer and Tower Construction Officer. Each estate represented 3 personnel. From Tanjung Paring Estate representing as follow:</p> <ul style="list-style-type: none"> <li>• Mr. Slamet Riyanto (Upkeep-Barn Owl Worker)</li> <li>• Mr. Ragil Wijanarko (Generator Machine Operator)</li> </ul> <p><b>Langadang Estate (LNGE):</b>  From Langadang Estate representing as follow:</p> <ul style="list-style-type: none"> <li>• Mr. Suhermanto Butar-Butar (Fire Monitor Officer)</li> <li>• Mr. Bejo Widodo (Generator Machine Operator)</li> <li>• Mr. Agus Dwi Irawan (Upkeep-Barn Owl Worker)</li> </ul>	
<p><b>4.8.2</b> Records of training for each employee shall be maintained.  - Minor compliance –</p>	<p><b>Langadang Estate (LNGE):</b>  Based on interview with three (3) workers at Workshop, it is acknowledge that company provide training to improving skill and knowledge of the workers.  Auditor verify the records of employee training "Catatan Pelatihan Tenaga Kerja" with sample taken as follow:  Workshop employees:  - Mr. Huda (Tractor Operator): Training of Lifting Vehicle (20-23 Dec 2010), training provider by CV. Ahli K3.</p>	<p>Comply</p>

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		<ul style="list-style-type: none"> <li>- Mr. Yahya (Mini Excavator): Operator Licensing "SIO" (29 Nov – 2 Dec 2016), training provider by PT. Kautsar Inti Prima.</li> <li>- Mr. Anton (Workshop Supervisor): Welder Training (11-13 Jun 2014); First Aid Training (3 Jun 2015; 8 Jun 2016; 11 Jan 2017); "Bejana Tekanan Tinggi" (30 oct – 6 Nov 2018).</li> </ul> Pesticide Operator (sprayer): <ul style="list-style-type: none"> <li>- Mr. Jhony (Spraying supervisor): Limited Pesticide Training by Plantation Agency (11 Mar 2014); First Aid training (3 Jun 2015; 8 Jun 2016; 11 Jan 2017); Integrated Weeds Management by SMARTRI (28 Feb 2017; 26 May 2018; 13 Mar 2019).</li> <li>- Mr. Irwansyah (Pesticide operator/sprayer): Limited Pesticide Training by Plantation Agency (11 Mar 2014); Integrated Weeds Management by SMARTRI (28 Feb 2017; 26 May 2018; 13 Mar 2019).</li> </ul>	
<b>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</b>			
<b>Criterion 5.1:</b>			
Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
<b>5.1.1</b>	Environmental impact assessment document(s) shall be available. - Major compliance -	PT. Tapian Nadenggan as certificate holder which consist of four (4) own estates and one (1) palm oil mill had Environmental Impact Assessment document as "Analisis Mengenai Dampak Lingkungan (AMDAL)" year 2005. Scope of EIA is based on Land Use Title/HGU (formerly PT. Lestari Unggul Jaya) No. 14 Year 2000 (4,890 Ha) and Location permit issued by Seruyan Regent No. 45 Year 2004 (12,178.308 Ha). Therefore, total plantation area within scope of EIA is 17,068.308 Ha and Mill capacity 80 MT/Hour.  The EIA document already approved by Central Kalimantan Governor as Environmental Feasibility "Kelayakan Lingkungan" permit No. 430 Year 2006, dated 21 December 2006. In 2008, Hanau POM has had Environmental Feasibility Permit from Environmental Body of Central Kalimantan. This permit is due to additional construction of Kernel Crushing Plant, License No: 660/720/II-2/BLH/2008, dated 1 September 2008.  Within document of ANDAL (including "Rencana Kelola Lingkungan – Rencana Pemantauan Lingkungan; RKL-RPL)" there were identified the environment impact consist of activities of:	Comply

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	<ul style="list-style-type: none"> <li>- Building new roads, processing mills or other infrastructure;</li> <li>- Putting in drainage or irrigation systems;</li> <li>- Replanting and/or expansion of planting areas;</li> <li>- Management of mill effluents;</li> <li>- Clearing of remaining natural vegetation;</li> <li>- Management of pests and diseases palms by controlled burning</li> </ul> <p>Environmental impact assessment was conducted through regular environmental monitoring, there were 5 issues, e.g:</p> <ul style="list-style-type: none"> <li>- Micro climate</li> <li>- Air quality</li> <li>- Surface water quality</li> <li>- Water biota</li> <li>- Community perception</li> </ul> <p>In addition there were has identified the other issues to monitoring, e.g:</p> <ul style="list-style-type: none"> <li>- Soil quality</li> <li>- Hazardous waste management</li> <li>- Peat soil management</li> <li>- Vegetation and wildlife</li> </ul> <p>However, in Langadang Estate there is an activity of aerially fertilizer application since 2011. This activity was not identified in AMDAL document 2005, however it has own document of environmental impact separately.</p> <p>Environmental Impact Assessment (EIA) document "Dokumen Pengelolaan Lingkungan Hidup" of Airstrip Operation has approved by Environmental Agency of Seruyan Regency with License No: 660/12/BLH/X/2011, dated 3 October 2011. Scope of Airstrip Area is 12.6 Ha (runway and building) and allocated block for aerially fertilizer application is 49 blocks (1,259.56 Ha).</p>	

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		<p>Potential environmental impact due to aerially fertilizer application are Water Quality; Air Quality; Noise; Hazardous Waste and Public/Community Health.</p> <p><b>Biogas/Methane Capture Plant Hanau Mill:</b>            EIA document for Biogas/Methane Capture Plant in form of Environmental Permit "Izin Lingkungan" No. 188.45/323/2015, dated 7 August 2015. This permit issued by Seruyan Regent.            Biogas/Methane Capture Plant starting construction since August 2015 and finished in January 2019.</p>													
<b>5.1.2</b>	<p>Environment management plan document to prevent negative impacts, its implementation report and revision (if the identification of impact requires changes in current company's practices) shall be available. The company's management shall appoint the responsible person(s) for the implementation of the document.</p> <p>- Minor compliance -</p>	<p>Implementation report of Environmental Management and Monitoring (RKL-RPL) is periodically (6 months) submitting to Ministry of Environmental and Forestry by electronic information system (SIMPEL). Evidence of submission report has verified with ID TTE: 1551266913-3319, period July – December 2018. Printed on 27 February 2019.</p> <p>Whereas, in Regency and Provincial level, Implementation report of Environmental Management and Monitoring (RKL-RPL) submitted directly to its agency. Evidence of EIA Management and Monitoring Report has been submitted to relevant agency at regional area (Seruyan Regency) as per letter No: 003/LH-SRGE-TN-KAB/III/2019, dated 15 Mar 2019; and to province as pet letter No: 001/LH-SRGE-TN-PROV/II/2019, dated 12 Mar 2019.</p> <p>For implementation, report of environmental management and monitoring of airstrip (aerially fertilizer application) was also periodically reported to environmental agency. Latest Environmental Impact Monitoring and Management (EIMM) report period Jul-Dec 2018, submitted on 27 February 2019 (electronic) and 12 March 2019 (Regency level).</p> <p>The company has appointed person for the implementation of the document is Environmental Department (Mr. Tegar Andalas).</p> <p><b>Biogas/Methane Capture Plant Hanau Mill:</b>            Environment Management and Monitoring Plan (RKL-RPL) document to prevent negative impact already attached with Environment Permit. Negative impact of Biogas Plant that were identified are:</p> <table border="1"> <thead> <tr> <th>#</th> <th>Potential Impact</th> <th>Source</th> <th>Goal</th> <th>Manage</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	#	Potential Impact	Source	Goal	Manage	Location							Comply
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		1	Decreasing of Air Quality	- Flaring - Biogas burner	- Ambient Air Quality Threshold - Biogas burner emission quality threshold	<ul style="list-style-type: none"> <li>➤ Conducting periodical of air quality analysis/test.</li> <li>➤ Periodically maintenance machineries.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Methane capture area</li> <li>➤ Biogas burner area</li> </ul>	
		2	Noise Level	Biogas machine	Appropriate with national regulation threshold.	<ul style="list-style-type: none"> <li>➤ Periodically maintenance of machineries.</li> <li>➤ PPE to workers</li> </ul>	Surrounding of Biogas plant	
		3	Odor Quality	Biogas operations	Appropriate with national regulation threshold.	<ul style="list-style-type: none"> <li>➤ PPE to workers</li> <li>➤ Enrichment planting surrounding Biogas Plant.</li> </ul>	Surrounding of Biogas plant	
		Based on field observation at Hanau Mill complex, Biogas Plant not yet operated due to under construction.						
<b>5.1.3</b>	Environment monitoring plan document, its implementation report, and the corrective plan (if non-conformance arised from the monitoring result) shall be available. This plan is reviewed on two-yearly basis. - Minor compliance –	<p>Implementation report of Environmental Management and Monitoring (RKL-RPL) is periodically (6 months) submitting to Ministry of Environmental and Forestry by electronic information system (SIMPEL). Evidence of submission report has verified with ID TTE: 1551266913-3319, period July – December 2018. Printed on 27 February 2019.</p> <p>Whereas, in Regency and Provincial level, Implementation report of Environmental Management and Monitoring (RKL-RPL) submitted directly to its agency. Evidence of EIA Management and Monitoring Report has been submitted to relevant agency at regional area (Seruyan Regency) as per letter No: 003/LH-SRGE-TN-KAB/III/2019, dated 15 Mar 2019; and to province as pet letter No: 001/LH-SRGE-TN-PROV/II/2019, dated 12 Mar 2019.</p> <p>For implementation, report of environmental management and monitoring of airstrip (aerially fertilizer application) was also periodically reported to environmental agency. Latest Environmental Impact Monitoring and Management (EIMM) report period Jul-Dec 2018, submitted on 27 February 2019 (electronic) and 12 March 2019 (Regency level).</p>					Comply	

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<p><b>Criterion 5.2:</b></p> <p>The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>																											
<b>5.2.1</b>	Record(s) on the results of High Conservation Value (HCV assessment) that includes both	<p>HCV Assessment has been conducted in Hanau Estate, Tanjung Paring Estate, Tasik Mas Estate and Langadang Estate by Biodiversity and Conservation Section of Sustainability Division SMART group:</p> <ul style="list-style-type: none"> <li>- In August 2010 : Field Survey</li> </ul>	Comply																								



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<p>the planted area and the relevant wider landscape-level considerations (such as wildlife corridors) shall be available.</p> <p>- Major compliance -</p>	<ul style="list-style-type: none"> <li>- 16 Agustus 2010 : Presentage of Survey result to management PT. Tapian Nadenggan.</li> <li>- Peer review by RSPO accredited HCV assessor Mr. Siswoyo (Independent HCV Consultant) on Januari 2011.</li> <li>- 25 March 2011: Public consultation HCV, attended by 39 person comprise of staff PT. Tapian Nadegan, Leader BPD Tanjung paring, Sekdes Makarti Jaya, Kades Panimbu Raya, P. Hulu I &amp; II, Sandul, Derangga, Tj. Hara, Medang sari, Community representative Medang sari, Sekcam Hanau, Sub BU Kecamatan Batu Ampar, etc.</li> </ul> <p>Assessment has been conducted and cover the following:</p> <ul style="list-style-type: none"> <li>• Presence of protected areas that could be significantly affected by the grower or miller;</li> <li>• Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller.</li> </ul> <p>Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller; HCV assessment performed by a qualified HCV assessor i.e:</p> <ul style="list-style-type: none"> <li>- Norman Faried (Team cordinator – Ecology and mapping)</li> <li>- Firmansyah (wildlife ecology and environmental services)</li> <li>- Ridho Farianto (flora/plant ecology and environmental services)</li> <li>- Tomi Hendartomo (social)</li> <li>- Yosaphat AR (social)</li> </ul> <p>HCV assessment performed in consultation with relevant stakeholders as described above. Public consultation HCV assessment with relevant government bodies was held as well on 28 October 2014. Evidence of consultation and minutes of public consultation can be demonstrated.</p> <p>HCV assessment also include checking of available biological records and include both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>Methodology of assessment using a toolkit of HCV 2008, implementation of the assessment consists of: Secondary data collection, field survey, mapping and landscape, Assessment of fauna aspect with a rapid assessment (direct observation, interviews with the parties), assessment of flora aspects (direct survey and</p>	

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	<p>interview), assessment of socio-economic and cultural aspects (interviews and direct observation at selected sites), analysis and mapping.</p> <p>All HCV identified was mapped with scale 1: 50,000 in Hanau estate, 1: 40,000 in Langadang Estate, 1 : 50,000 in Tanjung Paring Estate and 1 : 50,000 in Tasik Mas Estate,</p>	
<p><b>5.2.2</b></p> <p>Where rare, threatened or endangered (RTE) species and or other HCVs are present or affected by the plantation and mill operations, an appropriate measures that are expected to maintain or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p>HCV assessment results showed that in the plantation area of Hanau Estate, Tanjung Paring Estate, Tasik Mas Estate and Langadang Estate were identified several areas of HCV. Total HCV area identified in PT Tapian Nadenggan was 1,366.612 ha. In the new delineation, the HCV area total was decrease to become 1,353.07 ha. There was a decrease in Rawa air Tawar from 9.09 ha become 5.40 ha in LNGE. The explanantion is because of the changing of Estate map of LNGE whereby impact to Peat area of HCV. In addition there was HCV area increasing in Tanjung Paring Estate 12.55 ha (Tarus river).</p> <p>In Hanau Estate there were identified HCV area as wide as 375.87 ha consist of:</p> <ul style="list-style-type: none"> <li>- HCV 1.1 &amp; 4.1: Riparian Palembang (35.80 ha), Riparina Ulin (28.81 ha), Riparian Kuning (13.46 ha), Riparian Pasipu (75.74 ha), Riparian Nahambau (39,90 ha), Riparian Bakung (14.32 ha), fresh water swamp 1 (2.45 ha), fresh water swamp 2 (23.58 ha), fresh water swamp 3 (25.44 ha), fresh water swamp 4 (78.33 ha), fresh water swamp 5 (38.04 ha)</li> <li>- HCV 1.2: Identified protected species Raja udang meninting (Alcedo meninting), Macan akar (Felis bengalensis)-Protected by PP No 7 tahun 1999 and CITES Apendix I</li> </ul> <p>Acording to the curent HCV area delineation, in Tanjung Paring Estate there were identified HCV area as wide as 351.16 ha consist of:</p> <ul style="list-style-type: none"> <li>- HCV 1.1, 3 &amp; 4.1: riparian Kantin (21.85 ha), riparian Mandi Asu (96.95 ha), riparian Blok T (22.36 ha),reservoir (6.59 ha), fresh water swamp (89.88 ha), peatlands (15.44 ha), peatland forest (84.54 ha), Tarus river (12.55 ha).</li> <li>- HCV 1.2:Identified protected speciesMeranti merah (Shorea pinanga), Meranti rawa (Shorea balangeran), Kantung semar (Nephentes sp.), Burung raja udang meninting (Alcedo meninting), Macan akar (Felis bengalensis), Beruang (Helarctos malayanus), Burung toing (Gracula religiosa)-Protected by PP No 7 tahun 1999 and CITES Apendix I</li> <li>- HCV 6. Cemetery(1.0 ha)</li> </ul>	<p>Comply</p>

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	<p>In Langadang Estate there were identified HCV area as wide as 242.12 consist of:</p> <ul style="list-style-type: none"> <li>- HCV 1.1 : Langadang 1 Riparian (52.18 ha), Langadang 2 Riparian (20.87 ha), Langadang 3 Riparian (45.03 ha), Langadang 4 Riparian (11.82 ha)</li> <li>- HCV 1.2 : Identified protected species Raja udang meninting (<i>Alcedo meninting</i>), Macan akar (<i>Felis bengalensis</i>), Meranti merah (<i>Shorea pinanga</i>), Meranti rawa (<i>Shorea belangeran</i>)-Protected by PP No 7 tahun 1999 and CITES Apendix I</li> <li>- HCV 3 : Peat Swamp forest ecosystem (106.82 ha)</li> <li>- HCV 4.1 : Langadang 1 Riparian (52.18 ha), Langadang 2 Riparian (20.87 ha), Langadang 3 Riparian (45.03 ha), Langadang 4 Riparian (11.82 ha), wetland/fresh water swamp (5.4 ha), Peat swamp forest ecosystem (106.82 ha)</li> </ul> <p>HCV area in Langadang Estate were decrease, according to "Laporan Identifikasi Nilai Konservasi Tinggi" langadang Estate 2011, total area HCV was 245.81 ha however the result of measurement and monitoring semester II 2017 stated that HCV area Langadang Estate was 242.12 ha. There was a decrease in Rawa air Tawar from 9.09 ha become 5.40 ha. The explanantion is because of the changing of Estate map of LNGE whereby impact to Peat area of HCV.</p> <p>In Tasik Mas Estate there were identified HCV area as wide as 397.462 ha consist of:</p> <ul style="list-style-type: none"> <li>- HCV 1.1 : Tarus 1 Riparian (77.95 ha), Tarus 2 Riparian (68.36 ha), Palembang Riparian (14.26 ha), SS Blok P (15.46 ha), Blok N Riparian (30.36 ha), water springs area (1 ha)</li> <li>- HCV 1.2 : Kankareng hitam (<i>Anthracoseros malayanus</i>), Burung raja udang meninting (<i>Alcedo meninting</i>), macan akar (<i>Felis bengalensis</i>), monyet ekor panjang (<i>Macaca fascicularis</i>)</li> <li>- HCV 1.3 : Fresh water swamp/wetland (78.03 ha)</li> <li>- HCV 4.1 : Riparian and water catchment area (78.3 ha), spring water and water catchment area (112.04 ha)</li> <li>- HCV 6 : Cemetery (7 cemetery 0.002 ha)</li> </ul> <p>There is a changing of HCV area compare to year 2017, because the discrepancy between actual area with identification report. The changing is: in LNGE freh water swanp 9.09 ha become 5.40 ha based on actual</p>	

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	<p>measurement, in other side there was an increasing of HCV area in Tanjung Paring Estate 12.55 ha as Tarus riparian.</p> <p>Some of HCV area identified are planted area as much as 696.34 ha because the HCV assessment was conducted on 2010 while the plantation has been established since 1995. However PT Tapian Nadenggan has manage and conserve the HCV in planted area according to HCV management and monitoring plan as explain below.</p> <p>Estate has established the management plan to maintain and/or enhance High conservation value area. HCV management and monitoring plan described measures taken for each HCV and its monitoring. Relevant laws were taken into account for determining appropriate measure including UU #5/1990 about Natural resources conservation, PP#7/1999 about List of protected plan and wildlife, Kepres #32/1990, and PP26/2008 Management plan consist of :</p> <p>Management plan HCV 2019 PT Tapian Nadenggan consist of :</p> <ul style="list-style-type: none"> <li>• Placement, maintenance and monitoring of warning boards and boundary markers. The HCV warning board were available in each HCV area. There are 25 poles boundary markers in Hanau Estate, 45 poles boundary marker in Tanjung Paring Estate, 41 poles boundary marker in Langadang Estate, 94 poles boundary marker in Tasik Mas Estate. Warning board and poles maintain each 3 month, maps of poles and geographis coordinate were available. Record of monitoring and maintenance are available during audit.</li> <li>• Riparian rehabilitation and enhancement. Planting of Trembesi (<i>Samanea saman</i>) and Sengon (<i>Paraserianthe falcataria</i>) at Riparian zone. Evidence of restoration were available, for example in Hanau Estate planting of Sengon (<i>Paraserianthes falcataria</i>) 4 trees and Trembesi (<i>Samanea saman</i>) 3 trees on 24 February 2018, currently in 2019 there is no new planting of tree however the upkeep of rehabilitation tree is continually done; In Tanjung Paring Estate Angsana, Vetiver grass and Guatemala grass were found in the riparian area. In Langadang Estate during 2019 on June at division 1 – 3 riparian of langadang river were planted 450 trees of Angsana (<i>Pterocarpus indicus</i>); In Tasik Mas Estate were planted 129 trees of Angsana (<i>Pterocarpus indicus</i>) at riparian of tarus river.</li> <li>• Dissemination of information on how to manage and conserve the HCV area and RTE species conservation to employees, contractors and the public/local community. Sample seen in Tasik Mas Estate HCV dissemination conducted on 1- 2 March 2019 and 8 – 11 March 2019, attended by most</li> </ul>	

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	<p>of employee Pondok I and II; in Hanau Estate HCV dissemination conducted on 4 – 10 July in Division I – VI. In Tanjung Paring Estate HCV Dissemination conducted on 6 – 8 February 2019 to all workers and in Langadang Estate HCV dissemination conducted on 21 – 25 March 2019. In Hanau POM HCV dissemination on 17 September 2018 attend by 90 participants.</p> <ul style="list-style-type: none"> <li>• Placement for HCV sign board, protected species information and posters</li> <li>• HCV patrol and monitoring. Patrol conducted each weeks by Patrol team consist of security team, evidence of patrol can be demonstrated, latest monitoring conducted on Second Week July 2019 recorded in "Laporan Patroli Nilai Konservasi Tinggi". Monitoring areal HCV performed each 3 month, latest monitoring in July 2019 was in good condition and no disturbance in Hanau Estate, Tanjung Paring Estate, Langadang Estate and Tasik Mas Estate. Record of monitoring presented in "Laporan Pemantauan Nilai Konservasi Tinggi".</li> <li>• Management and monitoring all riparian condition (HCV area utilization, management activities, rehabilitation, HCV conditions, the effectiveness of management activities, the level of threat and the condition of land cover).</li> <li>• Management and monitoring of springs/water source, peat swamp forest.</li> <li>• Management and Monitoring of protected wildlife/animal.</li> </ul> <p>The measures contained in the management plan actively implemented to maintain and/or enhance HCV values. During audit, record of HCV management implementation was sighted. Monitoring activities was well conducted. Its records was documented and sighted. HCV management and monitoring report was indicated that management implementation was effective. During field observation to HCV area in Hanau Estate, Tanjung Paring Estate, and Langadang Estate, it was confirmed that Managemet Plan was performed, e.g. warning and HCV signboard are well sight and maintained, vetiver grass are well grown, no damage to HCV areas occurred, etc.</p> <p>Company has SOP Pengelolaan dan Pemantauan NKT (HCV) SOP/SMART/BCOS-EHSD/SADV/I/002 dated 30 May 2014 as a guidance to manage and monitoring the HCV area.</p>	
<p><b>5.2.3</b></p>	<p>Program(s) to socialize the status of protected, rare, threatened or endangered (RTE)</p> <p>PT Tapan Nadenggan has a program to regularly educate the workforce about the status of the RTE species, to socialize the HCV and give the awareness both internally to all workers and externally to surrounding community. Internal socialization to all workers and external socialization conducted each</p>	<p>Comply</p>

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<p>to all workers shall be available, including records of appropriate sanction disciplinary measures to any individual working for the company who is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance –</p>	<p>semester to surrounding community/stakeholder. Sample seen in Tasik Mas Estate HCV dissemination conducted on 1- 2 March 2019 and 8 – 11 March 2019, attended by most of employee Pondok I and II; in Hanau Estate HCV dissemination conducted on 4 – 10 July in Division I – VI. In Tanjung Paring Estate HCV Dissemination conducted on 6 – 8 February 2019 to all workers and in Langadang Estate HCV dissemination conducted on 21 – 25 March 2019.</p> <p>Socialization and awareness related to RTE species conservation and protection also performed by organization to local people/community, for example socialization on 21 March 2019 to Kelompok Tani surrounding Hanau Estate, on 13 March 2019 to Pembuang Hulu Village, on 11 March 2019 to Derangga village, 8 – 13 March to local contractor. Socialization of HCV in Tanjung Paring Estate to Tanjung Ranga village has been conducted on 13 February 2019 attended by 20 participants. Dissemination to stakeholder including HCV in Tasik Mas Estate conducted on 20 February 2019 at Kantor Desa Penimba Raya attended by 17 participants from Penimba Raya Village. Dissemination in Langadang Estate conducted on 29 March 2019 to stakeholder around Langadang Estate such as village head and official, Polsek, contractor, public figure, etc.</p> <p>Evidence of socialization can be demonstrated such as minutes of socialization and attendant list.</p> <p>Organization has a policies or rules to protect RTE species based on UU No.5 / 1990. Penalties under the UU No.5 / 1990 "person who deliberately capture, injure, kill, keep, possess, maintain, transport, and trade in protected animals alive or dead can shall be punished with imprisonment of 5 years and a maximum fine IDR 100.000.000, - (one hundred million). Penalties were communicated directly to all employees and the local community during HCV socialization and through the HCV signboards and warnings board.</p>	
<p><b>5.2.4</b> Once the management plan is prepared, continuous monitoring documentation and report regarding the status of the RTE and HCVs are affected by the operations of the plantation and palm oil mill shall be available, and the results of monitoring are to be used to</p>	<p>Continous monitoring of HCV was conducted once a week by organisation, such as :</p> <ul style="list-style-type: none"> <li>- Monitoring of HCV attributes (Sign Boards Conditions)</li> <li>- Monitoring of HCV conditions from any disturbance both internal and external factor (HCV area conditions)</li> <li>- Monitoring of Animals and protected animals (recapitulation encounter animals in 1 month)</li> <li>- HCV Patrol Schedule (Schedule team to monitor the condition and attributes HCV)</li> </ul>	<p>Comply</p>

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<p>follow-up on the improvement of the management plan.</p> <p>- Minor compliance –</p>	<p>The Company carries out primary and secondary monitoring of wildlife animal. Primary monitoring is done every 3 months by line transect/rapid assessment method.</p> <p>Tasik Mas Estate: Monitoring in Tasik Mas Estate at location block P6 Division II (river border and fresh water swamp), block N16 (fresh swamp with secondary forest vegetation). Monitoring takes the form of a 500-1000 m line with a left - right observation limit of 20 m. Suppressed in block P6 observed species of animals such as: Macan akar (<i>Felis bengalensis</i>), Biawak (<i>Varanus salvator</i>), Tupai (<i>Calosciurus notatus</i>), Rats, Burung Raja udang (<i>Alcedo meninting</i>), Burung Bubut (<i>Centrophus bengalensis</i>), Kobra (<i>Naja sp.</i>). Secondary monitoring performed continually and incidentally based on the presence of animal.</p> <p>Hanau Estate: Monitoring in Hanau Estate at location block I02, I03 (riparian of kuning river), J02/03 (riparian of Ulin river), B06/07 (riparian of Nahambau river). Latest monitoring on July 2019 observed presence of animal such as: Macan akar (<i>Felis bengalensis</i>), Raja udang (<i>Alcedo meninting</i>).</p> <p>Tanjung Paring Estate: Latest monitoring in Tanjung Paring Estate dated 08 July 2019 observed presence of animal <i>Bucherus rhinoceros</i>, <i>Centrophus bengalensis</i>, <i>Varanus salvator</i>, <i>Naja sumatrana</i> in Block X27 – X30, U26, S39.</p> <p>Langadang Estate: Latest monitoring in Langadang Estate dated 01, 08, 15, 22 and 24 April 2019 observed presence of animal Elang tikus (), Tupai (<i>Calosciurus notatus</i>), Burung Gagak, Raja Udang (<i>Alcedo meninting</i>), Burung bubut (<i>Centrophus bengalensis</i>), burung crocok, Biawak in Block X17, X19, X23, Y19, Y22, B18, Z14.</p> <p>Most of protected species observed in PT Tapan Nadenggan since January – July was Macan akar (<i>Felis bengalensis</i>) and Raja udang (<i>Alcedo meninting</i>).</p> <p>Company has monitored Meranti merah (<i>Shorea pinnanga</i>), Meranti Rawa (<i>Shorea balangeran</i>) and Kantung semar (<i>Nepenthes sp.</i>) using Vegetation Analysis method by using plot transek in Langadang Estate and Hanau Estate. Latest monitoring conducted on January 2019.</p> <p>Company has create the Field guide to monitor the wildlife species in and around the estate area.</p> <p>Monitoring result of wildlife and rare plant sepcies reported each year and evaluated.</p>	
<p><b>5.2.5</b> Where HCV areas overlapped with an identified local community's land, there shall be</p>	<p>There was no HCV area with existing rights of local communities in Tasik Mas Estate based on public consultation result and interview with local community leaders. During HCV assessment, PT Tapan Nadenggan conducts the public consultation to local communities on 25 March 2011 and 28 October 2014.</p>	<p>Not Applicable</p>

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	evidence of a negotiated agreement that optimally safeguard their HCVs and the local community's rights. - Minor compliance –	Public consultation conducted on local communities around the estate. The public consultation also involves a village government, community leaders, district, NGOs and related agencies. In public consultation the findings discussed the identification of HCV areas and the response from public and relevant government agencies. The public consultation also summarizes a number of inputs/feedback from local communities, community leaders, NGOs and related agencies in the management plan of HCV areas.  In Hanau Estate, there are HCV 6 area in Block A-06 in the form of grave. Company has made agreement letter with land owner in Division 1 Block A6 to protect and conserve HCV area. Agreement signed by Muhamad Harlih, Istra and Siti Aminah as the heirs grave.	N/A
<b>Criterion 5.3:</b>			
Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			
<b>5.3.1</b>	A documented identified source of all waste and pollution, shall be available. - Major compliance -	Certificate Holder already has had a list of waste from mill and plantation activities, as seen in: 1. EIA document of the mill containing the identification of the types of waste resulting from processing and estate activities. Type of waste produced mainly liquid waste, solid, and gas from processing activities. 2. List of Environmental Aspects in Estate and Mills which describes the types of activities and Potential impact and waste generation. E.g.: Spraying activities, environmental aspects is Droplets / spillage of herbicide and pesticide packaging, Potential impacts on water and soil pollution.	Comply
<b>5.3.2</b>	There shall be evidence that all chemicals and their empty containers are disposed of responsibly. - Major compliance -	<b>Hanau Estate (HNAE):</b> All chemical containers from each estate unit disposed responsibly by collaborating with registered waste collector "PT. Sinar Bintang Albar" with Contract No: 001/KALTENG-SLS-SBA/PLB3/XI/2018, dated 26 November 2018. Validity period of its contract is one (1) year until 26 November 2019.  Hand over waste from Hanau Estate to Hanau Mill based on "Berita Acara Penyerahan LB3" dated 29 March 2019. Wastes consist of Used Lubricant (679 Liter); Used Battery (6 pieces); Used rags (13 kg); Used Oil Filter (73 pieces).  In-Out of waste are recorded in "Form Logbook LB3 (F/SMART/LEMS-EHSD.SADV/002/003) and updated in monthly basis. Collecting of Hazardous Waste in 2019 is on 16 April 2019 and 13 July 2019, covering 1 Mill (Hanau Mill) and 4 Estates. Document of manifest seen, dated 16 April 2019 are:	Comply

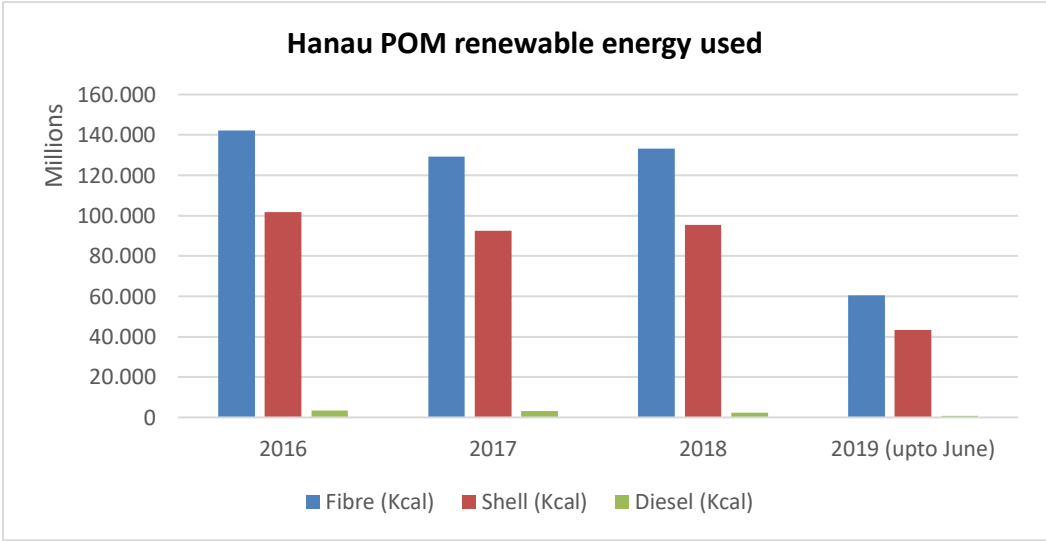


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	<ul style="list-style-type: none"> <li>• AZG0000000179UF (Chemical Container/B104d) = 0.1145 MT</li> <li>• AZG0000000171UF (Electronic Waste/B107d) = 0.0098 MT</li> <li>• AZG0000000168UF (Used Rags/B110d) = 0.085 MT</li> <li>• AZG0000000167UF (Used Lubricant/B105d) = 2.141 MT</li> <li>• AZG0000000170UF (Used Batery/A102d) = 0.08 MT</li> <li>• AZG0000000169UF (Oil Filter/B110d) =0.3 MT</li> </ul> <p>Document of manifest seen, dated 13 July 2019 are:</p> <ul style="list-style-type: none"> <li>• AZG0000000329UF (Chemical Container/B104d) = 0.126 MT</li> <li>• AZG0000000326UF (Used Rags/B110d) = 0.082 MT</li> <li>• AZG0000000325UF (Used Lubricant/B105d) = 0.718 MT</li> <li>• AZG0000000328UF (Used Batery/A102d) = 0.03 MT</li> <li>• AZG0000000327UF (Oil Filter/B110d) =0.246 MT</li> </ul> <p><b>Tanjung Paring Estate (TPRE):</b></p> <p>Hand over waste from Tanjung Paring Estate to Hanau Mill based on "Tanda Terima Penyerahan LB3" dated 6 July 2019. Wastes consist of Used Lubricant (608 Liter); Used Batery (3 pieces); Used rags (52 kg); Used Oil Filter (90 pieces); Contaminated material (30 pieces); Fertilizer inner bag (16 sacks); Herbicide empty container (252 pieces).</p> <p>In-Out of waste are recorded in "Form Logbook LB3 (F/SMART/LEMS-EHSD.SADV/002/003) and updated in monthly basis.</p>		
<p><b>5.3.3</b></p>	<p>A documented waste management plan to avoid or reduce pollution and its implementation shall be available.</p> <p>- Minor compliance –</p>	<p>Document of waste management plan is documented in "Identifikasi Aspek – Dampak Lingkungan" uodated each year. The document was explained waste management consists of medical waste, domestic waste, and hazardous waste to reduce pollution into the environment. Hazardous and medical waste is disposed to the register collector, while domestic waste disposed to the landfill, organic and an organic waste is separated in line site, organic waste to the landfill and some of inorganic waste is collected for re-cycle.</p> <p>Landfill area has prepared in block distance from near emplacemenet +/- 2KM, e.g:</p>	<p>Comply</p>

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	<ul style="list-style-type: none"> <li>- Hanau Estate, location in block I-11 (+/- 2 KM from Pondok I)</li> <li>- Tanjung Paring Estate, location in block S-21 (+/- 2 KM from Pondok I)</li> <li>- Langadang Estate, location in block B-10 (+/- 1.9 KM from Pondok I)</li> <li>- Tasik Mas Estate, location in block P-4 (+/- 3 KM from Pondok I)</li> </ul> <p>All chemical containers from each estate unit disposed responsibly by collaborating with registered waste collector "PT. Sinar Bintang Albar" with Contract No: 001/KALTENG-SLS-SBA/PLB3/XI/2018, dated 26 November 2018. Validity period of its contract is one (1) year until 26 November 2019.</p> <p>Hand over waste from Hanau Estate to Hanau Mill based on "Berita Acara Penyerahan LB3" dated 29 March 2019. Wastes consist of Used Lubricant (679 Liter); Used Battery (6 pieces); Used rags (13 kg); Used Oil Filter (73 pieces).</p>	
<p><b>Criterion 5.4:</b>  Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		
<p><b>5.4.1</b></p>	<p>A plan for improving efficiency of the use of fossil fuels and to optimize renewable energy shall be in place and monitored.</p> <p>- Minor compliance –</p> <p><b>Langadang Estate (LNGE):</b>  Efficiency of fossil fuel use period 2018 upto Jun 2019 is  2018: Budget 173,930 L; Actual 121,340 L. % efficiency: 30.23% from budget.  2019 (Jan – Jun): Budget 95,982 L; Actual 70,133 L. % efficiency: 26.93% from budget.  Total budget 2019: 191,969 L.</p> <p><b>Hanau POM (HNAM):</b>  Plan for improving efficiency of fossil fuel use in Hanau Mill is by installing Biogas Plant since 2015. However, the Biogas Plant yet operated because it still under construction.  During this time for FFB processing, the energy used origin from the production of fiber and shells as fuel for boilers. Meanwhile, the use of diesel fuel is very small and always perform efficiency every year.  Information:  1 Liter Diesel = 9,063 Kcal  1 Kg Fiber = 4,105 KCal</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance																														
	<p>1 Kg Shell = 2,637 KCal</p> <p>The use of Fiber and Shell as renewable energy compared to the use of diesel fuel during the processing of FFB in Hanau Mill for the period 2016 - 2019 as follows:</p> <table border="1" data-bbox="663 523 1729 767"> <thead> <tr> <th>Type of Fuel</th> <th>Unit</th> <th>2016</th> <th>2017</th> <th>2018</th> <th>2019 (Jun)</th> </tr> </thead> <tbody> <tr> <td>Fiber</td> <td>Kcal</td> <td>142,162,749,934</td> <td>129,258,046,553</td> <td>133,067,252,385</td> <td>60,481,243,125</td> </tr> <tr> <td>Shells</td> <td>Kcal</td> <td>101,799,742,397</td> <td>92,558,956,885</td> <td>95,286,648,722</td> <td>43,309,340,688</td> </tr> <tr> <td>Solar</td> <td>Liter</td> <td>364,383</td> <td>342,999</td> <td>248,779</td> <td>93,562</td> </tr> <tr> <td></td> <td>Kcal</td> <td>3,302,403,129</td> <td>3,108,599,937</td> <td>2,254,684,077</td> <td>847,952,406</td> </tr> </tbody> </table>  <p><b>Hanau POM renewable energy used</b></p> <p>Millions</p> <p>2016 2017 2018 2019 (upto June)</p> <p>■ Fibre (Kcal) ■ Shell (Kcal) ■ Diesel (Kcal)</p>	Type of Fuel	Unit	2016	2017	2018	2019 (Jun)	Fiber	Kcal	142,162,749,934	129,258,046,553	133,067,252,385	60,481,243,125	Shells	Kcal	101,799,742,397	92,558,956,885	95,286,648,722	43,309,340,688	Solar	Liter	364,383	342,999	248,779	93,562		Kcal	3,302,403,129	3,108,599,937	2,254,684,077	847,952,406	
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<b>Criterion 5.5:</b>			
Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			
<b>5.5.1</b>	Records of land clearing with zero burning shall be available, referring to the ASEAN Policy on Zero Burning (2003) or other recognised techniques based on the existing regulations. - Major compliance -	The Certificate Holder has had policies and procedures for land preparation without burning outlined in procedure of land clearing / preparation of new land, which outlined the land clearing process without burning. The results of the document review, public consultation and field visits show that the company have no new land clearing.	Comply
<b>5.5.2</b>	Where fire has been used for eradication of pest during replanting, the records of the analysis of the use of fire and permit from the authorised agency shall be available. - Minor compliance -	The Certificate Holder has had policies and procedures for land preparation without burning outlined in procedure of land clearing / preparation of new land, which outlined the land clearing process without burning. The results of the document review, public consultation and field visits show that the company have no new land clearing.	Comply
<b>Criterion 5.6:</b>			
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
<b>5.6.1</b>	Document(s) assessing pollution and emission sources, including gaseous, particles, soot emissions and effluent, shall be available. (see Criterion 4.4) - Major compliance -	Identification of pollution and emission sources at Mill and Estates activities was evident. The source of pollution, type of pollution and its control was documented in list of environmental aspect and impact evaluation: - Boiler stack emission including particulate and soot. - diesel electric generator emission - POME methane emission - Use of fertiliser	Comply

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		- vehicle and heave equipment emission	
<b>5.6.2</b>	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plan to reduce or minimize them implemented. - Major compliance -	Certificate Holder has recorded all the emissions activities including GHG emission sources of emissions such as generator, boiler activities, process of production, FFB processing, POME etc. Management efforts of GHG emissions, such as implementation of policy zero burning, planting tress at the riparian, utilization EFB, reducing the use of diesel fuel with the use of fiber substitution and shells for boiler fuel, emissions test and engine maintenance, calculated GHG emissions and so on. Management efforts of GHG emissions able to seen from the field observation, for example there are no burning activities, there are bamboo and Waru on the riparian. Observation on the Mill also known fibers and shell area used as fuel.	Comply
<b>5.6.3</b>	A monitoring plan and results of regular reporting on emission and pollutants from estate and mill operations using appropriate methods, shall be available. - Minor compliance –	Monitoring of emission of pollutans including green house gases was conducted through measurement of boiler, genset, operational vehicle and heavy equipment emission and recording of diesel fuel, fiber and shell use quantity. Monitoring of fertiliser, pesticide and chemical use was conducted through record of fertiliser, pesticide and chemical use quantity. Please refer to Annex.	Comply
<b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers</b>			
<b>Criterion 6.1:</b>			
Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
<b>6.1.1</b>	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	PT Tapian Nadenggan has conducted a survey and Social Impact Assasment (SIA) on period June - July 2010 and recorded in Report SIA – (Laporan Study Identifikasi Dampak Sosial Perkebunan Kelapa Sawit), by SMART Research Institute Jakarta. The SIA covered several factors, such as demography, education, livelihood, economics matters, social, cultures, religion, and health aspects. After the identification in 2010, then every year provides supervision and evaluation of social impact implementation. Periode laporan pengelolaan dan pemantauan dampak social PT TN telah memasuki periode 2016-2017, selanjutnya kegiatan pengelolaan dan pemantauan dampak social yang telah	Comply

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	<p>dilaksanakan saat ini adalah untuk period 2016-2017 dan evaluasi pada periode 2015-2017 yang disusun dalam 1 laporan yaitu Review Laporan Pemantauan Dampak Sosial PT TN periode 2015-2017.</p>	
<p><b>6.1.2</b></p> <p>There shall be evidence that the assessment has been conducted with the participation of affected parties.</p> <p>- Major compliance -</p>	<p>Assessment of aspects of social impacts is done by several methods, including:</p> <ol style="list-style-type: none"> <li>1. Focus Group Discussion (FGD)</li> <li>2. Deep interview</li> <li>3. Structured Interviews</li> <li>4. Field observation</li> </ol> <p>Evidence of participation with affected parties is to use a questionnaire conducted on August 5-10, 2010, questionnaires can be demonstrated at the time of the audit.</p>	<p>Comply</p>
<p><b>6.1.3</b></p> <p>Plans for management and monitoring of social impacts to avoid or reduce negative impacts and promote positive ones, based on social impact assessment, through consultation with the affected parties, shall be available, documented and timetabled, including responsibilities for implementation.</p> <p>- Major compliance -</p>	<p>Management and monitoring of social impacts have been carried out during the 2017-2018 period and evaluation in 2018, some negative social impacts, such as:</p> <ol style="list-style-type: none"> <li>1. Rapidly growth of <i>eceng gondok</i> in Lake Seluluk, based on the perception of the villagers around is caused by TBS processing activities in Hanau Mill.                      Action management has been done, such as:                     <ul style="list-style-type: none"> <li>- Do the cleansing (hyacinth) <i>eceng gondok</i> to reduce pollution, has been done on 24 February 2018</li> <li>- Do laboratory testing for Tarus River water quality on the upper and lower, laboratory testing for water quality has been carried out on 5 April 2018 and based on the test results still under the raw quality (regarding regulation PP RI No. 82/2001)</li> </ul> </li> <li>2. The community village about have the perception related to the lack of assistance or social contributions from the company, management actions: monitoring (plan and realization) of communication implementation, managing the impact of CSR programs that are uneven, in the period 2017-2018 PT Tapan Nadenggan has disseminated SOP Communication to stakeholders from Kalang Village.</li> </ol> <p>Some activities increase positive impacts, such as:</p> <ol style="list-style-type: none"> <li>1. Absorption of labor: the company has employed local workers from villages around the plantation, the number of employees being hired in 2017-2018 is 1465.</li> </ol>	<p>Comply</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>2. Partnership between the company and the surrounding community in developing the economy: Hanau Mill has collaborated with local contractors in the repair work of supporting plant operations and transporting CPO transport. The Estate Unit has collaborated with local contractors as FFB and EFB transport transporters and employee pick-up.</p>	
<p><b>6.1.4</b></p>	<p>The documented plan for management and monitoring of social impacts, shall be reviewed at least on two-yearly basis. If necessary, the plan should be updated. There shall be evidence that the review process includes participation of all affected parties.</p> <p>- Minor compliance –</p> <p>Management and monitoring the social impact period 2017-2018 has conducted in January the month of 2019. The social impact management report is also the evaluation of the monitoring of SIA of 2017 up to 2018 in the form of "<i>Review Pengelolaan dan Pemantauan Dampak Sosial PT Tapian Nadengan Periode 2017-2018</i>".</p> <p>This evaluation or review of SIA 2017-2018 period is also based on public consultation with the villagers around which in school on 26-27 February 2019</p> <p>The results of the social impact management review are:</p> <ol style="list-style-type: none"> <li>1. River water pollution due to CPO production runoff from PKS sedimentation ponds: Based on the management and monitoring of impacts that have been carried out throughout 2015-2017, the maintenance and monitoring program for sedimentation ponds and WWTP is carried out properly based on the results of water quality testing.</li> <li>2. The community village about have the perception related to the lack of assistance or social contributions from the company. Based on the results of interviews with stakeholders on 16-17 July 2019, the level of satisfaction of each village was different so that their contribution was felt to be lacking.</li> </ol> <p>So from the results of the review, a social management plan was made "Plan for Social Impact Management and Monitoring Activities, including:</p> <ol style="list-style-type: none"> <li>1. Rapidly growth of <i>eceng gondok</i> in Lake Seluluk, based on the perception of the villagers around is caused by FFB processing activities in Hanau Mill.</li> <li>2. The community village about have the perception related to the lack of assistance or social contributions from the company.</li> </ol> <p>This action plan and monitoring will be carried out in the coming period.</p>	<p>Comply</p>

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<b>6.1.5</b>	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance –	In according interview with unit head during audit, there are no out grower schemes (smallholder) in Hanau Estate, Tasik Mas Estate, Tanjung Paring Estate, and Langadang Estate.	Not applicable N/A
<b>Criterion 6.2:</b> There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
<b>6.2.1</b>	Communication and consultation procedures shall be documented. - Major compliance -	Documented procedure for communication and consultation with public was established (Procedure of consultation and communication is documented under "SOP Komunikasi dan Konsultasi No.SOP/SMART/UMUM/I/004", revision 00, dated 1 <sup>st</sup> July 2014). Stage of communication and consultation with public was described in the procedure and it has been communicated to stakeholder. Communication and consultation has considered differential access to information for male/ female, workers, villagers representative both old and new villagers including ethnics.  The procedure designed in collaboration with local communities and other affected or interested parties, and also designed with consideration to the use of appropriate existing local mechanisms and languages. The procedure was in Bahasa Indonesia that understood by all surrounding communities.  Communication and consultation has considered differential access to information for male/ female, workers, villagers representative both old and new villagers including ethnics.  Communication and consultation can be done using verbal or letter. Result of communication and consultation was recorded in the Record No. F/SMART/UMUM/SADV/004/003, e.g. road maintenance, donation, facilities support, invitation for memorial, etc. Most of requests were an invitation to follow the event held by the stakeholders, for example: invitation for memorial of religious holidays, invitation for area meeting from local labour department, etc.	Comply
<b>6.2.2</b>	The company shall have official(s) who is responsible for	Unit Head (Estate and Mill Manager) have the responsibility for response of the communication and consultation form stakeholders or affected parties that assisted by SPO Officer. Base on Decision Letter No. 014/RC- KALTENG-1/02/2012 on 6 February 2012 (HANAU ESTATE), No. 014/RC-KT-1/09/15 on 1	Comply



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<p>consultation and communications with parties.</p> <p>- Minor compliance -</p>	<p>September 2015 (TPRE), No. 022/TN-HANAU MILL.K/SPO- INT/SK/VIII/2015 on 27 August 2015, and No. 014/RC KT- 1/09/15 on 01 September 2016 about appointment to PIC of the communication and consultation, the responsibilities includes :</p> <ul style="list-style-type: none"> <li>- Communication and consultation</li> <li>- Grievance and complaints</li> <li>- Response of the request information</li> </ul> <p>Based on procedure SOP Komunikasi dan Konsultasi no. SOP/SMART/UMUM/SADV/I/004, chapter 1.4.5 state that:</p> <p>There are several departments that support operational activities, including:</p> <ul style="list-style-type: none"> <li>- Department of D &amp; L responsible for the acquisition of land problems and licensing issues;</li> <li>- HR Department-Ops is responsible for the issues of the labour</li> <li>- Department of EHS responsible for the environmental issues, health and safety</li> <li>- Department of CSR (PIC: Each estate manager of the unit for social responsibility and civic).</li> <li>- SPO officers in charge of implementation and planning the necessary information and must be communicated to relevant parties and implement related documents.</li> </ul>	
<p><b>6.2.3</b></p> <p>The company shall have a list of stakeholders, records of communications, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders.</p> <p>- Minor compliance -</p>	<p>Stakeholder list was made and mentioned the interested party. Stakeholder list covered District Head, Forestry and Plantation Department, Environmental Agency, Labour, Transmigration and Social Department, National Land Agencies, Camat, Village Head around estate and mill, FFB supplier, Police of district, Worker union and gender committee.</p> <p>Stakeholder list was made detail, address and phone numbers were mentioned in the list. Unit Head (Estate and Mill) and SPO Officer performed update the list annually. It was List of stakeholders is well maintained and always done regularly update data (6 months), the last performed update on 04 January 2019 (Mill and Estate) and recorded on form no. F/SMART/UMUM/SADV/002/003.</p> <p>In logbook of the aspiration, communication, and consultation contains the date of letter entry from stakeholders and responded by company, e.g. road maintenance, donation, scholarship, invitation for</p>	<p>Comply</p>

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		<p>memorial, etc. The information has verified with stakeholders during consultation with stakeholder on 16-17 July 2019.</p> <p>Sample taken:</p> <ul style="list-style-type: none"> <li>- Dated 11 March 2019 request for information from BPJS-Ketenagakerjaa Office Sampit, related new labor registration, has responded on 11 march 2019.</li> <li>- Dated 22 April 2019 request for information from Polsek Hanau, related Fire report Period February 2019, has responded on 22 April 2019</li> <li>- Dated 15 May 2019 Kapolsek Hanau regarding "Permintaan personil polisi untuk mengawasi latihan" has responded by company on 17 May 2019.</li> <li>- Dated 2 december 2018, request for information from Sandul Village concerning assistance transport costs for the medical treatment of citizens/villagers Sandul</li> <li>- Dated 7 January 2019, request for information from Tanjung Rangas Village concerning assistance providing of heavy equipment for road maintenance in the village of Tanjung rangas, has responded on 11 January 2019.</li> <li>- Dated 12 March 2019, request for information from Motocross Club in Seruyan Regency, concerning "assistance for fund Grastract motocross activity in Seruyan Regency" has responded by company on 25 March 2019.</li> <li>- Dated 25 March 2019, request for information from SMK Yayasan Miftahussalam, concerning Offerfing to become a sponsor ship for activities Tablig Akbar in SMK, has responded on 24 April 2019.</li> </ul> <p>Based on document review and stakeholder consultation on 16-17 July 2019, indicated that company has made the respon of information request and communication to stakeholder accordingly.</p>	
<p><b>Criterion 6.3:</b>            There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>			
<b>6.3.1</b>	The mechanism, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner,	The organisasion has set a delivery mechanism for complaints of workers in the Procedure SOP-IK Sustainability Palm Oil "SOP Penanganan Keluhan dan Ketidakpuasan" No. SOP/SMART/SIGS/SADV/I/00, dated 1st July 2014 on grievance and dissatisfaction. Complaint follow up was carried out in accordance with the grievance procedure and Consultation Communication No. SOP/SPO/SMART/LH-19. Complaints	Comply

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	<p>ensuring anonymity of complainants and whistleblowers, where requested, as long as that information is supported with adequate initial evidence.</p> <p>- Major compliance -</p>	<p>and grievances from anonymity of complainants and whistle-blowers will be received by organization. Identity of whistle-blowers was protected and will be withheld by organization to reduce the risk of reprisal. Complaint and grievance from stakeholder was recorded in Log book of Complaint and Grievance. All of social complaint from stakeholder shall be responded maximum in one month. Head of administration (KTU) will be informed to manager maximum in one week to discuss handling of complaint.</p> <p>This procedure has communicated to village head and community leader around estate on 20 November 2017 at Hanau Estate, 11 December 2017 at Tasik mas Estate, and 15 december 2017 at Langadang Estate.</p>	
<b>6.3.2</b>	<p>There shall be records of process and outcome of dispute resolution.</p> <p>- Major compliance -</p>	<p>Workers and stakeholder grievance recorded in the log book Records of grievance and complaint "Monitoring Keluhan Karyawan/Buku Catatan &amp; Penangan Keluh Kesah in Mill" (F/SMART/SIGS-CSR/SADV/003/001). Up to July 2018 there was no grievance noted at Hanau Mill, Hanau Estate and Tanjung Paring Estate, Langadang Estate and Tasik Mas Estate.</p> <p>Based on log book of record ("Formulir Pencatatan Keluhan dan Ketidakpuasan Internal and External) there is no complaint was received at Hanau Estate &amp; Mill, Langadang Estate, Tasik Mas Estate and Tanjung Paring Estate during this audit.</p>	Comply
<p><b>Criterion 6.4:</b>            Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			
<b>6.4.1</b>	<p>A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be available, referring to decision of the Constitution Court.</p> <p>- Major compliance –</p>	<p>The procedure was described in the documented procedure (SOP/NP/SMART/VII/D&amp;L002) to identify and determine calculation method to provide fair compensation due to loss of land and customary rights where identified. Awareness for procedure introduction was evident and documented. It was communicated to related parties (community leaders, and religious figures and youth leaders). PT. Tapian Nadenggan also has established SOP Implementation of FPIC (Free Prior Informed Consent) No.SOP/SMART/SENS-CSR/SADV/I/003, revision 00 dated 1<sup>st</sup> July 2014, which describes a process for the preparation of FPIC, identification, dissemination, participatory mapping, implementation of the negotiation, compensation formula, etc. Awareness for procedure introduction was evident and documented. It was communicated to related parties (community leaders, and religious figures and youth leaders). Last awareness for procedure was conducted on 10 March 2017.</p>	Comply

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	<p>The company also has established the policy of Social and Environmental-GAR, dated 8th September 2015. Where stated in point 2.1. Respect to PADIATAPA (Peretujuan Atas Dasar informasi Awal Tanpa Paksaan), local communities as well as an understanding of the need for food security in areas of newly developed communities.</p> <p>PT Tapian Nadenggan has not acquiring any additional land and not involved in any land compensation payments. Therefore the mechanism only applicable to resolve land dispute within company's HGU. Land ownership from previous landowner becomes important document in order to continue negotiation process against land claim. Land claim without supporting evidence of land ownership, will be treated with approach and legal manner.</p>	
<p><b>6.4.2</b></p>	<p>A procedure for calculating and distributing fair compensation shall be established, implemented, monitored and evaluated in a participatory way. Corrective actions are taken as a result of this evaluation.</p> <p>- Minor compliance –</p> <p>Procedures related to giving and determining the amount of compensation in land acquisition described in Procedure of Land Compensation SOP/NP/SMART/VII/D&amp;L002, on 1 July 2010. PT. Tapian Nadenggan also has shown the SOP of FPIC (Free Prior Informed Consent) No. SOP/SMART/SENS-CSR/SADV/I/003, revision 00 dated 1<sup>st</sup> July 2014.</p> <p>The procedure was described the preparation for a meeting with representatives of the public community attention to the various elements of community leaders, informal leaders, women, youth, farmers, etc.</p> <p>The company also gives opportunity for each group to choose a representative in the meeting. Participatory mapping and agreement involving various stakeholders in compensation to the local communities.</p> <p>Procedure monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. It's evident through public consultation with stakeholder. Equal opportunities have been provided to both female and male heads of households to hold land titles.</p> <p>The procedures explained that: Once a company knows the extent of land to be compensable, the company in consultation and coordination regarding the payment of team the village community / districts to get a benchmark price that will be used. After the benchmark price of the compensation obtained, the company will disseminate to the public landowner.</p> <p>PT Tapian Nadenggan has not acquiring any additional land and not involved in any land compensation payments. Therefore the mechanism only applicable to resolve land dispute within company's HGU. Land ownership from previous landowner becomes important document in order to continue negotiation process</p>	<p>Comply</p>

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		<p>against land claim. Land claim without supporting evidence of land ownership, will be treated with approach and legal manner.</p> <p>It was noted that there was no on going progress of new land acquisition during interview with sampled villager’s representative; all land acquisition was solved before Land Use Title-Hak Guna Usaha (HGU).</p>	
<b>6.4.3</b>	<p>Compensation claims, process and outcome of any negotiated agreements shall be documented, with evidence of the participation of affected parties.</p> <p>- Major compliance –</p>	<p>During this audit it was noted that there was no ongoing progress of new land acquisition during interview with sampled villager’s representative, all land acquisition was solved before Land Use Title-Hak Guna Usaha (HGU). No any land compensation due to no customary land and/or local community land rights within the company’s and scheme smallholders’ area.</p>	Comply
<p><b>Criterion 6.5:</b>            Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>			
<b>6.5.1</b>	<p>Documentation of pay and conditions for employees based on the existing manpower regulations shall be available.</p> <p>- Major compliance -</p>	<p>Company has applied the wages system is base on decree of Central of Kalimantan Governoor no. 51 Tahun 2018 dated 21 November 2018, regarding “Upah minimum Kabupaten /Kota dan upah minimum sektoral Kabupaten di Provinsi Kalimantan Tengah Tahun 2019” amount Rp 2,930,000 per month.</p> <p>Documentation of employees' pay rates was made by the organization is based on Decree from Director no. 002/004/CEOKaltengsel/01/2019 dated January 25, 2019, concerning Wages of Permanent Employees (Pekerja Tetap/PT) of PT Tapian Nadenggan (Unit of HNAE, TMSE, TPPE, LNGE, HNAM and HNAK). The company has set the minimum wages of Rp 2,930,500 per month for permanent employee with classification PT4 group T1 and maximum wages for permanent employee with classification PT1 group A5 amount Rp 3,300,202 per month.</p> <p>Wages is base on the Collective Labour Agreement (PKB - Perjanjian Kerja Bersama period 2019-2021) Chapter V concerning “Ketentuan-ketentuan Mengenai Waktu Kerja”; Working Days and Hours of Work, Chapter 8 concerning “Kerja Lembur” Overtime; overtime calculation is based on the calculation of overtime pay in Kepmenakertrans regulation 102/MEN/VI/2004. In the PKB, wage system described in Chapter 6 concernig “Pengupahan”.</p>	Comply

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Criterion / Indicator		Assessment Findings	Compliance			
		<table border="1"> <tr> <td>Gaji Diterima</td> <td>Rp</td> <td>7.318.897</td> </tr> </table> <p>Payments for workers were determined according daily absence. Daily absence for workers was recorded and controlled by the Assistant through manual records and finger print system for mill and estate office. While for field employee in estate such as harvesters and upkeep workers was absence manually by each foreman using absence form. It was evident that the wage was paid according working hours and daily absence. According to pay list of employee and interview result with worker, it was indicated that wage received by the workers was complied with the determined regulations.</p>	Gaji Diterima	Rp	7.318.897	
Gaji Diterima	Rp	7.318.897				
<b>6.5.2</b>	<p>Collective Labor Agreement /Company Regulation, in accordance with the manpower regulations, shall be available in understandable language; and explained by the management or Labor Union to the workers.</p> <p>- Major compliance -</p>	<p>Agreement/contract of employment for workers has been included in the Collective Labour Agreement (PKB - Perjanjian Kerja Bersama period 2019-2021). Document PKB period 2019-2021 has delivered to Disnakertrans Seruyan Regency on 9 July 2019.</p> <p>The company has employees with PKWT status who are made " Perjanjian Kerja Waktu Tertentu (PKWT)", for example:</p> <p>Agreement of employment "Perjanjian Waktu Kerja Tertentu" (PKWT) no. 01/TPRE/PKWT/IV/2019 dated 26 March 2019 on behalf of Gunawan (upkeep) at Divisi 5 Tanjung Paring Estate.</p> <p>Agreement of employment "Perjanjian Waktu Kerja Tertentu" (PKWT) no. 090/TPRE/PKWT/IV/2019 dated 26 March 2019 on behalf of Jaranah (fruit picking) at Divisi 5 Tanjung Paring Estate.</p> <p>Perjanjian Kerja Antar Kerja Antar Darah (AKAD) atas nama Amrul Hadi (35 Th) masa berlaku dari tanggal 8 Oktober 2018 sampai dengan 7 Oktober 2020. Perjanjian ini diketahui oleh Dinas Tenaga Kerja dan Transmigrasi Kabupaten Lombok Timur.</p> <p>Recommendations received approval and bring labor between work between areas (akkad) - Antar Kerja Antar Daerah (AKAD) no. 562/1308/PKPTK.02/X/Nakertrans/2018 from Labor Department of the Province Central of Kalimantan dated 4 October 2018 and valid until 4 October 2019.</p> <p>All information provided in several stakeholders is in accordance with the terms and language used, for example in the form of reports and the contents of the report. Delivery of Information is delivered in Bahasa Indonesian, so it can be understood by employees and stakeholders.</p>	Comply			
<b>6.5.3</b>	<p>Growers and millers shall provide adequate housing,</p>	<b>Estate and mill:</b>	Comply			



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<p>water supplies, medical, educational and welfare amenities to national standards or above, where such public facilities are unavailable or inaccessible.</p> <p>- Minor compliance –</p>	<p>Public facilities were provided by the organisation and covered residential facilities, day care, kindergarten, building for prayers, sports facility (e.g. volley ball, badminton, futsal, and tennis), etc. Housing for workers and medical facilities (clinics) were provided by the organisation with basic facilities.</p> <p>If the clinic can not handle, it will be referred to a RSUD Sultan Immanudin Pangkalan Bun.</p> <p>The uses of water for the daily needs of employees are met by utilizing rainwater catchment ponds, and in the event of prolonged drought in the pond so that the water does not meet, then use water from the plant. Checking the water is routinely performed in the laboratory and found to comply with clean water standards based on PERMENKES No: 32 Tahun 2017 about: standards of clean water quality. Water quality testing has been carried out by SysLab Laboratorium on 28 March 2019.</p> <p>Electricity supply provided to employees through provision of electricity generator. Clean water provided for employees housing sourced from plants (water treatment). Water analysis/testing have been done based on the laboratory analysis report of clean water in Hanau Estate, Tasik Mas Estate and Hanau Mill.</p> <p>The company has prepared facilities for their workers, such as:</p> <p><b>Estate:</b></p> <ul style="list-style-type: none"> <li>- Housing; Staf (18 units), type D1(22 units), Type E1 (191 units),</li> <li>- kindergarden (1 unit),</li> <li>- Clinic (2 units),</li> <li>- Mosque (3 units),</li> <li>- Church (1 units),</li> <li>- School bus (4 units),</li> <li>- Ambulance (1 unit),</li> <li>- Minimarket which managed by company cooperative (1 units); Koperasi karyawan Jaya Abadi,</li> <li>- Community hall (1 units),</li> <li>- Sport facilities (football, volley ball, tennis, badminton, etc.</li> </ul> <p><b>Hanau POM:</b></p> <ul style="list-style-type: none"> <li>- Housing Type B/CM (1 unit), Type C (4 Unit), Type D (5 unit), type E (38 Unit),</li> </ul>	

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	<ul style="list-style-type: none"> <li>- Clean water; from water treatment</li> <li>- Sekolah Taman kanan-kanak</li> <li>- Sekolah Dasar (berada di Tasik Mas Estate)</li> <li>- Sekolah Menengah Pertama 1 unit</li> <li>- Balai Karyawan 1 unit</li> <li>- Polyclinic (1 units)</li> <li>- Mosque (2 units)</li> <li>- Church (1 unit)</li> <li>- School bus (1 units)</li> <li>- Ambulance (1 unit)</li> <li>- Sport facilities; (volley ball, badminton, foot ball)</li> </ul> <p>The Company has also established the Building Maintenance and Public Facilities Program for the period 2018-2019, which includes:</p> <ul style="list-style-type: none"> <li>- Replacement of electrical installations</li> <li>- Replacement of slot keys</li> <li>- Ceiling repair</li> <li>- Others: patched bathtubs, repaired doors and windows, Repaired closet / septic tanks.</li> </ul>	
<p><b>6.5.4</b></p>	<p>There shall be demonstrable efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p> <p>At Tasik Mas Estate the company has provided several "shops" around employee housing locations that provide daily basic necessities and also facilitates the establishment of Koperasi Karyawan": Tamari Cooperatives in Tasik Mas Estate that provide daily needs of employees around the plantations.</p> <p>Markets in Sandul with the range of +/- 3 Km, every payday traders will be closer to the location of the estate to trade the basic needs of. Access to the market is always taken care of by graders regularly, so that during the rainy season can still be passable.</p>	<p>Comply</p>
<p><b>Criterion 6.6:</b></p>		

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<p>The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
<p><b>6.6.1</b></p> <p>A record of the company’s policy in understandable language recognising freedom of association, shall be available.</p> <p>- Major compliance –</p>	<p>A published statement in local languages recognizing freedom of association was stated in Circular Letter (Surat Edaran) No.169/HR-OPS/08/10 and approved by the top management. Memorandum stated that the organisation respect to comply with regulation pertinent to freedom of association. Also Company Regulation (Peraturan Perusahaan) stated that freedom of association can be conducted by the worker through Labour Union.</p> <p>SPM (Serikat Pekerja Mandiri – Independent Worker Union) was established for Mill and each Estate. Worker representative was elected independently among workers. Worker Union has been registered on Labour Department of Seruyan District, among others :</p> <ul style="list-style-type: none"> <li>- Hanau Estate: Registered to Disnakertrans Seruyan Regency with the No. 560/919/Disnakertranspar/VIII/2016 concerning Structural Change Unions with chairman is Mr. M. Suhadi, on 10 August 2016, by Disnakertranspar, Seruyan Regency.</li> <li>- Tanjung Paring Estate: Registered to Disnakertrans Seruyan Regency with the No. 560/159/Disnakertranspar/II/2018 concerning Structural Change Unions with chairman is Mr. A. Nasito, on 26 February 2018, by Disnakertranspar, Seruyan Regency.</li> <li>- Hanau Mill: Registered to Disnakertrans Seruyan Regency with the No. 560/119/Disnakertranspar/II/2018 concerning concerning Structural of Unions Labor (SPP: Serikat Pekerja Perkebunan) chairman is Mr. M. Hasani, on 6 February 2018, by Disnakertranspar, Seruyan Regency.</li> <li>- Langadang Estate: Registered to Disnakertrans Seruyan Regency with the No. 560/120/Disnakertranspar/II/2018 concerning Structural of Unions Labor (SPP: Serikat Pekerja Perkebunan) chairman is Mr. Sugianto, on 6 February 2018, by Disnakertranspar, Seruyan Regency.</li> <li>- Tasik Mas Estate: Registered to Disnakertrans Seruyan Regency with the No. 560/599/Disnakertranspar/V/2014 concerning Structural of Unions Labor (SPP: Serikat Pekerja Perkebunan) chairman is Mr. Suparni, on 7 May 2014, by Disnakertranspar, Seruyan Regency.</li> </ul> <p>Periodic meeting was also held to discuss any issues as necessary and recorded in minutes of meeting. Several issues discussed at meetings were not limited to labour issues. Meetings here also discussed</p>	<p>Comply</p>

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		cleanliness, safety of housing areas and work equipment. All employees are represented by unions have agreed on a cooperation agreement on the document of PKB, the agreement will be renewed after two years.	
<b>6.6.2</b>	Records of meetings with labor unions or workers representatives shall be available. - Minor compliance –	Based on the information from the chairman of the union, the union meeting conducted in accordance with the requirements of temporary and existing issues, the recording of this meeting with the unions, among others: the attendance list and minutes of meeting. Several meetings were conducted with the unions, among others : <ul style="list-style-type: none"> <li>- Hanau Estate : Meeting on 12 March 2019, related The determination of the system working hours security with use 2 shift.</li> <li>- Tanjung Paring Estate: meeting on 29 June 2019, related Meeting for discusse of formulation PKB (Colective labor Agreement) period 2018-2020.</li> <li>- Hanau Mill: Meeting on 26 May 2018 between the SPM and management, of formulation of PKB (Colective labor Agreement) period 2018-2020.</li> <li>- Langadang Estate: meeting on 14 February 2019 related disccuse of formulation of PKB (Colective labor Agreement) period 2018-2020.</li> </ul> Based on data verification and interviews with several employees, the company has facilitated space/rooms for trade unions to carry out their activities and conduct monthly meetings.	Comply
<b>Criterion 6.7:</b> Children are not employed or exploited.			
<b>6.7.1</b>	There shall be documented evidence that minimum age requirements are met. - Major compliance –	Organisation has policy for minimum age for worker and mentioned in the Circular Letter (Surat Edaran) No. 002/SE-HRD/03/09' and also was described in Company Regulation. Minimum age for worker is 18 years. In according to list of worker and related document was verified and there is no worker under 18 years old. During audit and interview with workers, field observation and stakeholder consultation can be demonstrated that there is no employee under 18 years old in PT Tapan Nadenggan. Sampel taken:	Comply

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		<p>Hanau Mill: the youngest worker is Mr. Sofyan Arief P., birth: 26 October 2003, joined in the company on 30 March 2019 – 18 year and 7 month.</p> <p>Hanau Estate: the youngest worker is Mr. Wiyono; birth: 7 April 1980, joined in the company on 26 February 2001 – 20 years and 9 months.</p> <p>Tanjung Paring Estate: the youngest worker is Mr. Andrianto; birth: 1 January 1995, joined in the company on 26 August 2013 – 18 years and 7 months.</p> <p>Tasik Mas Estate: the youngest worker is Mr. Abyah Santoso; birth: 12 December 1992, joined in the company on 26 November 2011 – 18 years and 10 months.</p> <p>Langandang Estate: the youngest worker is Mr. Indro; birth: 10 July 1997, joined in the company on 27 May 2019 – 18 years and 10 months.</p>	
<b>Criterion 6.8:</b>			
Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
<b>6.8.1</b>	A company’s policy on equal opportunity and treatment for work shall be available and documented. - Major compliance –	<p>Policy for discrimination was determined by the organisation, and all discrimination is prohibited for all area in the Mill and Estates as regulated in Social policy of company. Circular Letter (Surat Edaran) No. 146/CE01- SE/04/2010, on 14 December 2010. Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age is prohibited. The policy was publicly available and has been communicated to all workers and surrounding communities.</p> <p>The policy describe that the organization identify relevant/affected groups in the local environment, e.g. surrounding villages, Muslims, Christian, Melayu tribe, Javanese tribe, Flores tribe, etc. Based on interview with representative workers, there was no discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age.</p>	Comply
<b>6.8.2</b>	Evidence shall be provided that employees and groups including local communities, women, and	Worker register for mill and estates mentioned that all workers came from different backgrounds (race, religion, gender, etc). Ethnical diversity of worker and also during interview with workers, no discrimination was identified based on religion, ethnic, gender. No evidence of discrimination found during the audit.	Comply

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<p>migrant workers have not been discriminated. - Major compliance –</p>	<p>Interviews of male and female workers confirmed that the company anti-discrimination policy was strictly enforced. They were not aware of any cases of discrimination, e.g. document review of salary payment did not find any evidence of discrimination.</p> <p>Working equipment was provided by company to the workers, relevant to the nature of the work performed. Interviews of male and female workers confirmed that the company anti-discrimination policy was strictly enforced. They were not aware of any cases of discrimination, e.g. document review of salary payment did not find any evidence of discrimination.</p> <p>Worker list of Mill and Estates mentioned that all workers came from different backgrounds (race, religion, gender, etc), see chart below. Ethnic diversity of worker and also during interview with workers, no discrimination was identified based on religion, ethnic, gender. No evidence of discrimination found during the audit.</p> <p>Hanau Estate:</p> <table border="1" data-bbox="663 831 1288 1369"> <thead> <tr> <th>Religion</th> <th>Number of Workers</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Hindu</td> <td></td> <td>0%</td> </tr> <tr> <td>Catholics</td> <td></td> <td>0%</td> </tr> <tr> <td>Christianity</td> <td>13</td> <td>2%</td> </tr> <tr> <td>Muslim</td> <td>652</td> <td>98%</td> </tr> <tr> <td>Muslim</td> <td></td> <td>0%</td> </tr> <tr> <td>Others</td> <td></td> <td>0%</td> </tr> <tr> <td><b>Total</b></td> <td><b>665</b></td> <td><b>100%</b></td> </tr> </tbody> </table> <table border="1" data-bbox="663 1139 1288 1369"> <thead> <tr> <th>Race</th> <th>Number of Workers</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Ambon</td> <td>1</td> <td>0%</td> </tr> <tr> <td>Banjar</td> <td>7</td> <td>1%</td> </tr> <tr> <td>Batak</td> <td>10</td> <td>2%</td> </tr> <tr> <td>Bugis</td> <td>4</td> <td>1%</td> </tr> <tr> <td>Dayak</td> <td>130</td> <td>20%</td> </tr> </tbody> </table>	Religion	Number of Workers	Percentage	Hindu		0%	Catholics		0%	Christianity	13	2%	Muslim	652	98%	Muslim		0%	Others		0%	<b>Total</b>	<b>665</b>	<b>100%</b>	Race	Number of Workers	Percentage	Ambon	1	0%	Banjar	7	1%	Batak	10	2%	Bugis	4	1%	Dayak	130	20%	
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Criterion / Indicator		Assessment Findings			Compliance
		Aceh	2	0%	
		Jawa	476	72%	
		Lombok	15	2%	
		Madura	5	1%	
		Melayu	4	1%	
		Mingkabau	1	0%	
		Sumba	1	0%	
		Sunda	9	1%	
		<b>Total</b>	<b>665</b>	<b>100%</b>	
		Tanjung Paring Estate:			
		<b>Religion</b>	<b>Number of Workers</b>	<b>Percentage</b>	
		Hindu		0%	
		Catholics	2	0%	
		Christianity	17	3%	
		Hinduism	11	2%	
		Muslim	628	95%	
		Others		0%	
		<b>Total</b>	<b>658</b>	<b>100%</b>	
		<b>Race</b>	<b>Number of Workers</b>	<b>Percentage</b>	
		Jawa	425	65%	
		Dayak	167	25%	
		Sunda	24	4%	
		Banjar	3	0%	
		Lombok	21	3%	
		Batak	6	1%	
		Sumbawa	5	1%	

Criterion / Indicator		Assessment Findings			Compliance
		Flores	7	1%	
		Madura		0%	
		<b>Total</b>	<b>658</b>	<b>100%</b>	
		<u>Langadang Estate:</u>			
		<b>Religion</b>	<b>Number of Workers</b>	<b>Percentage</b>	
		Hindu		0%	
		Catholics	19	3%	
		Christianity	20	3%	
		Hinduism	28	4%	
		Muslim	237	36%	
		Budha	1	0%	
		<b>Total</b>	<b>305</b>	<b>46%</b>	
		<b>Race</b>	<b>Number of Workers</b>	<b>Percentage</b>	
		Dayak	81	27%	
		Batak	4	1%	
		Flores	22	7%	
		Jawa	174	57%	
		Makasar	2	1%	
		Banten	1	0%	
		Lampung	1	0%	
		Sunda	8	3%	
		Lombok	1	0%	
		Sumbawa	11	4%	
		<b>Total</b>	<b>305</b>	<b>100%</b>	



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		<b>Total</b>	<b>198</b>	<b>100%</b>	
<b>6.8.3</b>	<p>Records of evidence that equal opportunity and treatment for work shall be available.</p> <p>– Minor compliance -</p>	<p>The company has procedure hiring workers regulated that hiring and promotion of workers based on skill, work experiences, and job evaluation.</p> <p>All discrimination was prohibited for all area in estate and mill. PKB also mentioned ban of discrimination for all workers in the organization. Procedure for worker recruitment (SDM-A-001-00) and procedure for employee assessment (HRD C- 002-00) was available and mentioned there was no discrimination treatment during recruitment and promotion process. Promotion of worker will be done base on work period, annual evaluation result, and availability of position.</p> <p>In the recruitment process, the company has set the standard of competence that inferred in the Position Description and Job Profile. Recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness.</p> <p>Job opportunities were communicated and given to surrounding villagers at first priority where no discrimination found observed during interview and related records of workers being employed. All workers are treated equally in accordance with company regulation including rights of worker as well. The compliance in accordance with national laws has been evaluated by the organisation as described in criterion 2.1. Annuals performance evaluation result of worker was shown.</p> <p>It is indicated that the hiring and promotion are based on skills, capabilities and qualities. The company has a procedure of hiring workers regulated that hiring and promotion of workers based on skill, work experiences, and job evaluation.</p> <p>The company conducted the performance evaluation of workers annually.</p> <p>Based on verification and interviews with several employees, that the company has been paying attention to its employees related to career paths and provides an opportunity for a career with its employees and does not discriminate.</p> <p>Sample seen:</p> <p>Letter the appointment of workers No. 236/SK-PT4A/HNAE/V/2018 of Hanau Estate Manager associated with the appointment of employees from the status of PKWT be PKWTT (PPT: Pegawai Tetap) on behalf of Ahmad Aris employee of Division III HNAE per May 8, 2018.</p>			Comply

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		<p>Decree from Estate Manager Hanu Estate no. 423/SK-PT/HNAE/01/2019 dated 1 January 2019, concerning Change line or promotion of permanent workers on behalf of Mugiyanto (No. stem: 15076), is valid from January 1, 2019.</p> <p>Tanjung Paring Estate has submitted an appointment of PKWT employee became fixed employee (PT) as much as 58 workers, based on the Berita Acara Serah Terima Kartu Rekap Pengajuan PT3 dan PT1 on July 15, 2019.</p>	
<p><b>Criterion 6.9:</b>            There is no harassment or abuse in the work place, and reproductive rights are protected.</p>			
<b>6.9.1</b>	<p>A policy to prevent sexual and all other forms of harassment and violence, shall be documented, implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>Policy for sexual harassment and violence was determined in the Circular Letter No. SE 114/HR-PSM-6/08/2011. Gender committee was established by the organisation. Each estate and mill has appointed representative for gender committee. The committee consider matters such as: socialization on women’s rights, child care facilities to be provided by the growers and millers, women to be allowed to breastfeed up to nine months before resuming chemical spraying or usage tasks, and women to be given specific break times to enable effective breastfeeding. Organization has also setting several signboards about breastfeed up to nine months before resuming chemical spraying or usage tasks. It was observed that has been assembled on main access road and crowd locations such as: division office and housing area.</p> <p>Socialization of Sexual harassment policy has conducted on 2 May 2019 and 18 January 2019 in Estate and on 19 June 2019 at Hanau Mill and dated 7-11 March 2019 on Langadang Estate.</p> <p>Based on workers interview and group discussion, it was concluded that there was no sexual harassment and violence within the organisation.</p>	Comply
<b>6.9.2</b>	<p>A policy to protect the reproductive rights, shall be documented, implemented and communicated to all levels of the workforce.</p> <p>- Major compliance –</p>	<p>Policy to protect women reproduction rights has been also stated in Circular Letter No. 266/HR-OPS/08/2010. Menstruation leave are given to female worker for 2 days-off without any salary deduction. The sprayers’ pregnancy examination which is conducted every 3 months. Based on interviews with the Agronomy Unit Heads, there was no use a female employee to perform work related to pesticides. Latest pregnancy examination refer to criteria 4.6.10</p> <p>Gender committee was established by the organisation. Each estate and mill has appointed representative for gender committee. The committee consider matters such as; socialization on women’s rights, child care</p>	Comply

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		<p>facilities to be provided by the growers and millers, women to be allowed to breastfeed up to nine months before resuming chemical spraying or usage tasks, and women to be given specific break times to enable effective breastfeeding. Organization has also setting several signboards about breastfeed up to nine months before resuming chemical spraying or usage tasks. It was observed that has been assembled on main access road and crowd locations such as: division office and housing area.</p> <p>Communication to all workers pertinent to prevent sexual harassment and protect women reproduction was conducted by the gender committee team and attended by the organisation. Latest communication to all worker performed on 2 May 2019 at Hanau Estate and Tanjung Paring Estate, on 18 January 2019 at Tasik Mas Estate and Langadang Estate.</p> <p>Complaint handling procedure for sexual harassment was determined. All complaints can be issued verbal and or written and informed to all administrator, gender committee and Agronomy / Mill Unit Head.</p> <p>List of menstruated female workers was established and monitored. 2 days-off are given to those women in the list without any salary deduction. Pesticide female workers are checked periodically and recorded in the medical record. Pesticide female workers are prohibited to do their job during pregnancy as stated in company policy while no mother with breast feeding period was identified during the audit. In that case, those workers are relocated to another job station with low risk level. No negative case was found in regard with reproduction rights of female workers during past years as interviewed with female workers and gender committee.</p>	
<b>6.9.3</b>	<p>A specific grievance mechanism which respects anonymity of complainants where requested, and as long as they are supported with adequate information, shall be documented, implemented, and communicated to all workforce.</p> <p>- Minor compliance –</p>	<p>Complaint handling procedure for sexual harassment was determined. All complaints can be issued verbal and or written and informed to all administrator, gender committee and Agronomy / Mill Unit Head.</p> <p>List of menstruated female workers was established and monitored. 2 days-off are given to those women in the list without any salary deduction. Pesticide female workers are checked periodically and recorded in the medical record.</p> <p>Pesticide female workers are prohibited to do their job during pregnancy as stated in company policy while no mother with breast feeding period was identified during the audit. In that case, those workers are relocated to another job station with low risk level. No negative case was found in regard with reproduction rights of female workers during past years as interviewed with female workers and gender committee.</p>	Comply
<b>Criterion 6.10:</b>			

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Growers and mills deal fairly and transparently with smallholders and other local businesses.		
<p><b>6.10.1</b></p> <p>Current and past prices paid for Fresh Fruit Bunches (FFB), shall be publicly available.</p> <p>- Minor compliance -</p>	<p>Pricing mechanisms and payment method for FFB was described in FFB Purchase Agreement. Price mechanism of FFB, CPO and palm kernel was determined by Kalimantan Tengah Province government and reviewed in monthly basis. The price was applied for all growers in the Kalimantan Tengah. The company updates the information on the FFB pricing formula that includes details of transport, milling and shipping costs, each month and provides it to out growers.</p> <p>Annual contract are made between FFB suppliers and mill, describing FFB specification required, contract period, determination of FFB pricing, and term of payment. Information of FFB set was available to the FFB suppliers and the commitment was stated in the procedure.</p> <p>Updated FFB price for Kalimantan Tengah Province is publicly available based on "Berita Acara Hasil Rapat Tim Penetapan Harga Pembelian TBS Kelapa Sawit Produksi Pekebun di Provinsi Kalimantan Tengah" for period June 2019 dated 4 July 2019. As follow up of Governor of Kalimantan Tengah decree No. 2/2013 dated 22 January 2013 regarding formation of FFB pricing team.</p> <p>Current and past prices paid for Fresh Fruit Bunches (FFB) from province government provided by FFB Purchase Department HO/JKT to the related supplier. Current FFB price also informed by FFB Purchase Department HO/JKT to Palm Oil Mill Manager, therefore Mill Manager can disseminate to the FFB supplier as well. FFB Price sourced from Result of Meeting on FFB Price Determination in Central Kalimantan Province, issued monthly by DISBUN (Plantation Agency) of Central Kalimantan.</p> <p>During audit it was observed that there was no complaint on FFB pricing from FFB suppliers.</p>	<p>Comply</p>
<p><b>6.10.2</b></p> <p>Pricing mechanisms for Fresh Fruit Bunches (FFB) and inputs/services shall be explained and documented (where these are under the control of the mill or plantation).</p> <p>- Major compliance -</p>	<p>FFB Purchase Agreement as documented contract has described the model of FFB Recording/documenting transactions between millers with intermediaries and/or the outgrowers. In chapter 3 mentioned that:</p> <ul style="list-style-type: none"> <li>- FFB price following the price determined by DISBUN (Plantation Agency) of Central Kalimantan on age 10 years (HD 10).</li> <li>- Payment performed by PT. Tapan Nadenggan in monthly basis, in 10 working days, counted from all original document received completely in Jakarta Office, consist of: <ul style="list-style-type: none"> <li>✓ Legal invoice</li> </ul> </li> </ul>	<p>Comply</p>

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	<ul style="list-style-type: none"> <li>✓ Recapitulation of weighbridge ticket, which have been stamped and signed by Mill Manager and representative of FFB supplier.</li> <li>✓ Tax document</li> <li>- If in 1 month, Plantation Agency of Central Kalimantan did not issue FFB Price, then the previous FFB Price will be used.</li> <li>- All payment will be performed by bank transfer to the account of FFB supplier.</li> </ul> <p>The Mill has explained FFB price and pricing mechanisms for FFB in the agreement which described FFB specification required, contract period, determination of FFB pricing, and term of payment. The company and the FFB supplier have signed the contract document as evidence that both parties have understood FFB pricing and pricing mechanisms for FFB. Document verified was "Berita Acara Hasil Rapat Tim Penetapan Harga Pembelian TBS Kelapa Sawit Produksi Pekebun Di Provinsi Kalimantan Tengah" for period June 2019.</p> <p>Specification of inputs and or services required was communicated to the supplier through agreement document or request for quotation. Outgrower recycling waste (e.g. EFB) is not practiced.</p>	
<p><b>6.10.3</b> Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>- Minor compliance -</p>	<p>Agreement/contract was made between FFB suppliers and mill, describing FFB specification required, contract period, determination of FFB pricing, and term of payment. Information of FFB set was available to the FFB suppliers and the commitment was stated in the procedure. The selection and evaluation of supplier/vendor was based on capability of supplier and vendor to supply required inputs and or services. Specification of inputs and or services required was communicated to the supplier/vendor through tender document or request for quotation.</p> <p>FFB Contract:</p> <ul style="list-style-type: none"> <li>- Medang Sari Estate, PT. Satya Kisma Usaha, Agreement of Land Borrowing, valid until 31 December 2020.</li> <li>- Lestari Unggul Jaya Estate, PT. Primasentosa Pratamaputra. "Perjanjian Pengolahan Tandan Buah Segar" dated 31 December 2015, valid from 1 January 2016 until 31 December 2020.</li> </ul> <p>All parties were understood the contractual agreement they enter into. All contractual agreements were fair, legal and transparent. All contract documents were found valid during audit. Both parties keep contract</p>	<p>Comply</p>

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	<p>document. Sample of Contract verified was "Surat Perjanjian Kerja No. EST/TMSE/LKL/03/2019/009-AKT.TBS" dated 25 March 2019 contract between PT Tapian Nadenggan – Tasik Mas Estate and Hartani for three monthly period FFB transport. Specified work are FFB transport from Division 1 Tasik Mas Estate to Hanau Palm Oil Mill, price IDR 43.5/kg.</p> <p>Sample of contract verified in Hanau Estate was "Surat Perjanjian Kerja" No. 008/HNAE/ III/19/AKT TBS dated 25 March 2019 between PT Tapian Nadenggan – Hanau Estate and Warjono for three monthly period FFB transport. Specified work are FFB transport from Division 4 Hanau Estate to Hanau Palm Oil Mill, price IDR 55.70/kg.</p> <p>Sample of contract verified in Langadang Estate was "Surat Perjanjian Kerja" No. 098/LNGE/III/19/AKT TBS dated 11 March 2019 between PT Tapian Nadenggan – Langadang Estate and Badiin for three monthly period FFB transport. Specified work are FFB transport from Langadang Estate to Hanau Palm Oil Mill, price IDR 54.0/kg for Division 1; IDR 56.7/kg for Division 2 and IDR 56.9/kg for Division 3.</p>	
<p><b>6.10.4</b> Agreed payments shall be made in a timely manner.                      - Minor compliance -</p>	<p>Payment are made in timely manner. Evidence of payment consist of "Berita Acara Pemeriksaan &amp; Permohonan Pembayaran", invoice and bank transfer notification. Sample of document verified, payment on behalf H. Basirin (FFB transporter of Tasik Mas Estate) based on contract No. EST/TMSE/LKL/03/2019/010-AKT.TBS. Detail account no. 60.202.100; type of work FFB transport from Division II Tasik Mas Estate to Hanau Palm Oil Mill; price IDR 45.7/kg; volume of work 1,245,900 kg; total IDR 56,937,630; plus addition for diesel allowance IDR 1.03/kg; total allowance IDR 1,283,277; grand total IDR 58,220,907; minus PPH 23 (2%) IDR 1,164,418; paid IDR 57,056,489.</p> <p>Evidence of payment in Hanau Estate was invoice and "Berita Acara Pemeriksaan Pekerjaan". Stated in the document that invoice and BAPP was based on contract no. 008/ HNAE/III/19/AKT TBS. Detail account no. 60.202.100; type of work FFB transport from Division 4 Hanau Estate to Hanau Palm Oil Mill; price IDR 55.7/kg; volume of work 537,060 kg; total IDR 29,914,242; plus addition for diesel allowance IDR 1.97/kg; total allowance IDR 1,058,008; grand total IDR 34,056,902; minus PPH 23 (2%) IDR 681,138; total payment IDR 33,375,764.</p> <p>Evidence of payment in Langadang Estate was "Permohonan Pembayaran", Purchase Order and receipt. Type of work FFB transport from Division 1 Langadang Estate to Hanau Palm Oil Mill; total payment IDR 76,860,155.</p>	<p>Comply</p>

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		<p>Payment of CPO transport from PT Tapian Nadenggan - Hanau POM to reated transporter are made in timely manner. Sample seen: Application for Fund Transfer dated 29 May 2019 to Yayasan Al-Miftahussalam account PT BPD Kalimantan Tengah, IDR 458,253,158. Application for Fund Transfer dated 21 June 2019 to CV Berkat Sekumpul account PT Bank Negara Indonesia, IDR 458,253,158.</p> <p>Payment of processing cost from PT Primasentosa Pratamaputra to PT Tapian Nadenggan – Hanau POM is made through bank transfer. Sample seen Bank Voucher and Application of Transaction dated 7 November 2018 for payment of “Biaya Titip Olah” from PT Primasentosa Pratamaputra, quantity 229,100,000 kg, IDR 100,804,000.</p>	
<p><b>Criterion 6.11:</b>            Growers and millers contribute to local sustainable development where appropriate.</p>			
<b>6.11.1</b>	<p>Records of contributions to local development based on the results of consultation with local communities shall be available.</p> <p>- Minor compliance -</p>	<p>Records of organisation contribution to regional development were evident as also integrated with CSR program. It was provided by the organization and deployed in to CSR program. Activity of CSR was identified by the estate/mills (Rekapitulasi Laporan Kegiatan CSR), including: repairs the village road, low-cost market, mosques renovation in surrounding villages, checks and medical for free, etc. Implemented document was recorded within photo and minutes of aid delivery.</p> <p>CSR Program January – December 2018 has made based on the results of consultation with local communities and recorded on “Dokumen Rencana Strategi CSR PT Tapian Nadenggan 2018-2022”, such as:</p> <ul style="list-style-type: none"> <li>- Education program: awarding scholarships for elementary, middle and high school/vocational schools, improving school facilities and infrastructure.</li> <li>- Health Sector: Health education to improve understanding and application of a clean and healthy lifestyle and “Posyandu” Pos Palayanan Terpadu.</li> <li>- Economic sector: training to improve the competence of business groups in the target villages, empowering local contractors.</li> <li>- Infrastructure: road repair or maintenance and drilling well construction.</li> <li>- Social sector: construction and rehabilitation of public facilities, maintenance of worship facilities.</li> <li>- Environmental sector: planting trees on river banks, conservation areas, household industrial waste</li> </ul>	Comply



Criterion / Indicator	Assessment Findings	Compliance
	<p>treatment and water pollution.</p> <p>During consultation with village head, community leader and public figure, it was confirmed that the organization providing jobs for villagers around mill and estate although not evenly in the village of the plantations. Preference has been given to member of local communities if candidates for employment are of equal merit.</p> <p>The role and commitment of the company as a social responsibility for community development is given in accordance with the existing proposals.</p> <p>Another local business was supported for growers and mills, main supports were pertinent to procurement spare parts and vehicle maintenance. The local business was assigned and controlled by central purchasing in Head Office.</p> <p>Up to June 2019, PT Tapian Nadenggan has carried out 14 CSR activities with a total cost of Rp 868,048,072. PT Tapian Nadenggan's highest social investment is in the economics sectors whose percentage of CSR reaches 31,65% %, such as:</p> <ul style="list-style-type: none"> <li>- Pemberian bantuan untuk honor guru SDN 1 Sandul, Guru TK Tunas Bangsa dan SD EFT TPRE periode 2 January – 30 Juni 2019, sebesar Rp 343,145,791</li> <li>- Providing assistance funds for honor teachers SDN 1 Sandul, Tunas Bangsa Kindergarten teacher and the SD EFT at TPRE period 2 January – 30 June 2019, amount RP 343,145,791.</li> <li>- The granting of PMT Posyandu Sandul Village and employees on 23 January – 30 June 2019, amount Rp 2,981,000</li> <li>- Repair and maintenance road village on Tanjung Rangas Village with give a loan of heavy equipment (motor grader) and trucks to transport land piles on 11 January 2019 amount Rp 12,710,540.</li> <li>- The provision assistance of funds for celebration of Isro Miraj at Hanau Subdistrict on 1 March 2019 amount Rp 1,000,000.</li> <li>- Providing assistance transportasi (school bus) for scholl children at Derangga Village, amount Rp 39,196,025.</li> </ul>	

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		<ul style="list-style-type: none"> <li>- Repair and maintenance road village on Kalang Village with give a loan of heavy equipment (motor grader as much as 33 HM) on 11 April 2019 amount Rp 4,536,357.</li> <li>- Etc.</li> </ul> <p>The company also cooperates with the surrounding community for operations on the plantation, eg for the transportation of FFB at Tanjung Paring Estate in collaboration with contract no. EST/TPRE/LKL/011/III/2019/AKT.TBS, dated 20/3/2019 on behalf of Heriyanto in Sandul Village.</p> <p>Transportation of FFB at Langadang Estate in collaboration with contract no. 094/LNGE/I/19/AKT TBS dated 25 March 2019 on behalf of Ariyanto in Buni Jaya Village.</p>	
<b>6.11.2</b>	<p>Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve scheme smallholder productivity.</p> <p>- Minor compliance -</p>	<p>Based on SIA, monitoring social impact, and interview with unit head during audit, there are no smallholder schemes in PT Tapian Nadenggan Plantation.</p>	<p>Not applicable N/A</p>
<p><b>Criterion 6.12:</b> No forms of forced or trafficked labour are used.</p>			
<b>6.12.1</b>	<p>There shall be evidence that no forms of forced or trafficked labor are used.</p> <p>- Major compliance -</p>	<p>Based on interview with employee representative and chairman of worker union concluded that there was no complaint and any grievances regarding the contract and their right. Interview with workers representative also verified that no migrant workers in Hanau POM, Tasik Mas Estate, Hanau Estate, Tanjung Paring Estate and Langadang Estate.</p>	<p>Comply</p>
<b>6.12.2</b>	<p>It shall be demonstrated that no contract substitution has occurred.</p> <p>- Minor compliance -</p>	<p>Based on interview with worker union committee and gender committee, there was no indication of contract substitution occurred. All employees have work agreement, explaining the rights and obligation including scope of work.</p>	<p>Comply</p>

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<p><b>6.12.3</b> Where migrant/foreign/honorary workers are employed, a special worker policy and procedures and the evidence of implementation shall be available.</p> <p>- Major compliance -</p>	<p>Based on interview with worker union committee and gender committee, there was no use of migrant worker.</p> <p>All employee including temporary workers have work agreement; regulating the scope of work, work agreement timeframe, working hour, salary payment, overtime and Jamsostek.</p>	<p>Comply</p>
<p><b>Criterion 6.13:</b>  Growers and millers respect human rights.</p>		
<p><b>6.13.1</b> A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations.</p> <p>- Major compliance -</p>	<p>Company has a social policy and roles the community as a manifestation the respect of Companies to human rights, the rights of local communities and as a commitment to comply with the rules and regulations. This commitment is outlined in the policy, which was signed by the President Director on 10 November 2011.</p> <p>The policy contains such as :</p> <ul style="list-style-type: none"> <li>- Respect for human rights</li> <li>- Empowerment of local community development programs</li> <li>- recognizes, respect and reinforce the rights of workers</li> <li>- Compliance with all applicable laws and regulations</li> <li>- FPIC to indigenous and local communities</li> </ul> <p>The Policy has communicated to TMSE (Tasik Mas Estate) workers and contractor on 18 January 2019, to the workers and contractor in HNAE (Hanau Estate) on 27-28 May 2019 to workers and contractors in Tanjung Paring Estate on 12 February 2019, to workers and contractors in Langadang Estate on 7,8,9,11 March 2019 and to Hanau POM workers and contractors on 29 January 2019.</p>	<p>Comply</p>
<p><b>Principle 7: Responsible development of new plantings</b></p>		

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<p><b>Criterion 7.1:</b>            A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.</p>		
<p><b>7.1.1</b></p>	<p>An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.            - Major compliance -</p> <p>Year of planting in Hanau Estate were 1995 to 1997, and Tasik Mas Estate were 1996 to 1999. There is no new planting after November 2005 in Hanau and Tasik Mas Estate. However in Tanjung Paring Estate and Langadang Estate, there were planting year 2000 – 2007.</p> <p>An independent social and environmental impact assessment (SEIA) has been carried out by PT Tapian Nadenggan before 2005. Environmental impact analysis documents were provided, such as Documented ANDAL, RKL and RPL approved by Governor of Central Kalimantan (Approval 430/2006) on 21 December 2006, total area of assessment were included the planting year after November 2005 – 2007.</p> <p>Planting area in 2005 – 2007 at TPRE and LNGE included in The Remediation and Compensation Procedure. PT. Tapian Nadenggan has submitted Land Use Change Analysis Report to the RSPO in December 2015 and responded by RSPO. It was explained that for the management unit with non-complaint land clearing which has been certified (by right they should not be certified in the first place), as long as they have submitted complete Land Use Change Analysis, they are allowed to proceed with surveillance audit. By the next surveillance audit, the affected management unit should have completed necessary process outlined in the compensation procedures. The statement was described in an email reply from the RSPO to the company.</p>	<p>Comply</p>
<p><b>7.1.2</b></p>	<p>Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.            - Minor compliance -</p> <p>The Social Impact Assessment Plan is referred to the AMDAL recommendation that should be done by company to minimize negative impact and promote positive impact from social impact management.</p> <p>The company also showed the Social Impact Management Plan, as stated in "Rencana Kelola Lingkungan dan Rencana Pemantauan Lingkungan" or RKL-RPL document".</p> <p>PT. Tapian Nadenggan implemented procedure for identifying environmental aspect and evaluating its impact.As required by the procedure, the information of environmental isreviewed and updated regularly.No changes of identification of impacts since last audit. The company has ensured that all activities with significant environmental impacts were managed. Control measure were defined and implemented for ensuring that negative environmental impact were prevented or mitigated. There were several types of control measures defined: engineering control, administrative control and PPE. The</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance																																				
		implementation of those control measures are monitored during monthly environmental patrol and also round of internal audits.																																					
<b>7.1.3</b>	Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention. - Minor compliance -	There were no outgrowers scheme included in the new plantings development after November 2005.	Comply																																				
<b>Criterion 7.2:</b>																																							
Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.																																							
<b>7.2.1</b>	Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations. - Major compliance -	<p>Soil suitability map are presented in "Semi Detail Soil Map of PT. Tapian Nadenggan" in scale 1:50,000 covering Tanjung Paring and Langadang Estate. Projection UTM, Zone 49 S, Datum WGS '84. Sourced from SPOT 5:413 Level 2Ak/j:293 355 recorded on 24 – 29 July 2001.</p> <p>Soil characteristic in Tanjung Paring Estate was presented in table below:</p> <table border="1"> <thead> <tr> <th>Classification</th> <th>Topography</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>Typic Haplohemist</td> <td>0 – 3 %</td> <td>940.04</td> </tr> <tr> <td>Typic endoaquepts</td> <td>0 – 3 %</td> <td>198.26</td> </tr> <tr> <td>Typic Dystrudepts</td> <td>0 – 9 %</td> <td>427.43</td> </tr> <tr> <td>Typic Dystrudepts</td> <td>9 – 16 %</td> <td>555.77</td> </tr> <tr> <td>Typic Hapludults</td> <td>0 – 9 %</td> <td>1,016.27</td> </tr> <tr> <td>Typic Hapludults</td> <td>9 – 16 %</td> <td>1,021.09</td> </tr> <tr> <td>Typic Hapludults</td> <td>16 – 21 %</td> <td>72.17</td> </tr> <tr> <td>Typic Haplorthods</td> <td>8 – 9 %</td> <td>61.87</td> </tr> <tr> <td>Enclave</td> <td></td> <td>142.66</td> </tr> <tr> <td>Rawa</td> <td></td> <td>264.11</td> </tr> <tr> <td>Tubuh air</td> <td></td> <td>7.33</td> </tr> </tbody> </table>	Classification	Topography	Ha	Typic Haplohemist	0 – 3 %	940.04	Typic endoaquepts	0 – 3 %	198.26	Typic Dystrudepts	0 – 9 %	427.43	Typic Dystrudepts	9 – 16 %	555.77	Typic Hapludults	0 – 9 %	1,016.27	Typic Hapludults	9 – 16 %	1,021.09	Typic Hapludults	16 – 21 %	72.17	Typic Haplorthods	8 – 9 %	61.87	Enclave		142.66	Rawa		264.11	Tubuh air		7.33	Comply
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	<p>which was provided in main and secondary drain, peat subsidence and piezometer that provided in peat area. Piezometer and water level meter were checked weekly, whilst peat subsidence were checked in 6 month intervals. Items checked beside data are include cleanliness of peat subsidence pole, piezometer, and condition of water level and water gate.</p> <p>Monitoring of peat subsidence are carried out by installing peat subsidence pole. There were 9 subsidence pole in Tanjung Paring Estate, 4 subsidence pole in Langadang Estate to monitor the subsidence level. There were piezometer 36 units in Tanjung Paring Estate, 39 unit in Langadang Estate and 3 units in Hanau Estate to monitor the ground cover water level. Water level pole installed in main drain/collection drain to monitor the water level in drainage system; there were 35 water level pole in Tanjung Paring Estate, 60 water level pole in Langadang Estate. Subsidence minimize by making water gate. Water gate can be open or close based on water level monitoring. Subsidence of peat soil was minimized by maintaining the water level of 40-60 cm. Water level monitoring and Subsidence monitoring are well recorded.</p> <p>Company also has comply with regulation of peat soil monitoring according to PermenLHK Nomor: P.15/Menlhk/Setjen/Kum.1/2/2017. Company and KLHK has determined the compliance point of peat soil monitoring in 15 point (9 point in mineral soil and 6 point in peat soil Tanjung Paring Estate), 7 Points in Langadang Estate, 7 point in Hanau Estate presented in "Keputusan Direktur Jenderal Pengendalian Pencemaran dan Kerusakan Lingkungan Nomor: SK-82/PPKL/PKG/PKL.0/12/2017 dated 26 December 2017. Regulation determined that water level in peat soil shall be maintained at level maximum 40 cm under ground cover. Company has monitor water level each 2 weeks and reported to KLHK each quarter. Latest monitoring of water level period January – July 2019 in Tanjung Paring Estate shown that water level is around 5 – 30 cm under ground cover. Report of water level monitoring in PT Tapian Nadenggan area to "Direktur Jenderal Pengendalian Pencemaran dan Kerusakan Lingkungan" period January – March 2019 was evident based on report No. 19/TN-Kalteng/IV/2019 dated 24 April 2019.</p> <p>Peat Subsidence Pole in Langadang Estate were installed at 3 points, Block X16, Z15 and B18. During site visit to Langadang Estate, the condition of peat subsidence pole, piezometer and water level pole were good. Water level pole at Block B18 Division 3 was pointing at -25 cm from ground surface. Piezometer was pointing at -15 cm from ground surface. Peat subsidence pole pointing at -2.4 cm since its installation in 2015. Condition of water gate (flush or intake) was according to water level result. Monitoring results of</p>	

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		<p>water level weekly period January to July 2019 show that water level was between 0 – 40 cm bellow ground surface.</p> <p>Peat subsidence monitoring in Tanjung Paring Estate are carried out by installing peat subsidence pole at 9 points at Block S36, S38, R37, T37, R30, R34, S31, R26, T30. During site visit in Tanjung Paring Estate the condition of peat subsidence pole, piezometer and water level pole were good. Condition of water gate (flush or intake) was according to water level result. Monitoring results of water level weekly period January to July 2019 show that water level was between 0 – 40 cm bellow ground surface.</p>																																														
<b>7.2.2</b>	<p>Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations.</p> <p>- Minor compliance -</p>	<p>Sufficient topographic information is available in operation level, in order to provide guidance for planning of drainage, road and other infrastructure.</p> <p>Topography information according to soil characteristic and topographic survey are presented bellow:</p> <p>Soil characteristic and Topography in Tanjung Paring Estate:</p> <table border="1"> <thead> <tr> <th>Classification</th> <th>Topography</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>Typic Haplohemist</td> <td>0 – 3 %</td> <td>940.04</td> </tr> <tr> <td>Typic endoaquepts</td> <td>0 – 3 %</td> <td>198.26</td> </tr> <tr> <td>Typic Dystrudepts</td> <td>0 – 9 %</td> <td>427.43</td> </tr> <tr> <td>Typic Dystrudepts</td> <td>9 – 16 %</td> <td>555.77</td> </tr> <tr> <td>Typic Hapludults</td> <td>0 – 9 %</td> <td>1,016.27</td> </tr> <tr> <td>Typic Hapludults</td> <td>9 – 16 %</td> <td>1,021.09</td> </tr> <tr> <td>Typic Hapludults</td> <td>16 – 21 %</td> <td>72.17</td> </tr> <tr> <td>Typic Haplorthods</td> <td>8 – 9 %</td> <td>61.87</td> </tr> <tr> <td>Enclave</td> <td></td> <td>142.66</td> </tr> <tr> <td>Rawa</td> <td></td> <td>264.11</td> </tr> <tr> <td>Tubuh air</td> <td></td> <td>7.33</td> </tr> <tr> <td><b>Total Area</b></td> <td></td> <td><b>4,717.06</b></td> </tr> </tbody> </table> <p>Soil characteristic and Topography in Langadang Estate:</p> <table border="1"> <thead> <tr> <th>Classification</th> <th>Topography</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>Typic Haplohemist</td> <td>0 – 3 %</td> <td>676.88</td> </tr> </tbody> </table>	Classification	Topography	Ha	Typic Haplohemist	0 – 3 %	940.04	Typic endoaquepts	0 – 3 %	198.26	Typic Dystrudepts	0 – 9 %	427.43	Typic Dystrudepts	9 – 16 %	555.77	Typic Hapludults	0 – 9 %	1,016.27	Typic Hapludults	9 – 16 %	1,021.09	Typic Hapludults	16 – 21 %	72.17	Typic Haplorthods	8 – 9 %	61.87	Enclave		142.66	Rawa		264.11	Tubuh air		7.33	<b>Total Area</b>		<b>4,717.06</b>	Classification	Topography	Ha	Typic Haplohemist	0 – 3 %	676.88	Comply
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		Typic endoaquepts	0 – 3 %	182.80	<p>Based on above topographic information, there is no slope above 40% in both in Tanjung Paring Estate and Langadang Estate area. Soil topography in Tanjung Paring Estate and Langadang Estate area is around 0 – 21%. Most of area are in slope 0 – 16 %. For slope area 15% - 21% estate has create terracing with width 3 - 4.5 meters. To minimize erosion in sloping area, estate has planting legume cover crop (<i>Mucuna bracteata</i>). Estate has also conducted monitoring of erosion in slope area by installing erosion pegs in slope area e.g. Block B18 Langadang Estate. Erosion pegs monitored each quarter; latest monitoring in July 2019 shown that erosion level is 0.</p> <p>The new planting development plan at Tanjung Paring Estate and Langadang Estate are included in ANDAL, RKL and RPL Documents were approved by Governor of Central Kalimantan (Approval 430/2006) on 21 December 2006 for PT. Tapian Nadenggan. The planning of drainage and irrigation systems, roads and other infrastructure, including the planting in 2005 – 2007 were described in the EIA Document.</p>	
		Typic Dystrudepts	0 – 9 %	162.30		
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<b>Criterion 7.3:</b>						
New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.						
<b>7.3.1</b>	There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation	Planting area after November 2005 at Tanjung Paring Estate and Langadang Estate included in The Remediation and Compensation Procedure. Detail of planting at Tanjung Paring Estate: <ul style="list-style-type: none"> <li>- Planting year 2007 September : 724.83 ha</li> </ul> Detail of planting at Langadang Estate:			Comply	

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<p>Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).</p> <p>- Major compliance –</p>	<p>- Planting year 2006 September : 657.91 ha</p> <p>PT. Tapian Nadenggan has submitted Land Use Change Analysis Report to the RSPO in December 2015 and responded by RSPO. It was explained that for the management unit with non-complaint land clearing which has been certified (by right they should not be certified in the first place), as long as they have submitted complete Land Use Change Analysis, they are allowed to proceed with surveillance audit. To be in compliance with Remediation and Compensation Procedure, November 2015; company updated the LUC analysis and sent to the ERWG-RSPO on 4<sup>th</sup> May 2018 and has been received by RSPO. According to the email from RSPO, currently the status of LUCA PT Tapian Nadenggan – Central Kalimantan is under review by RSPO. Updated in audit surveillance 1.2 PT Tapian Nadenggan has submitted the email to RSPO to confirm the progress of LUCA review, same status of LUCA is under review by RSPO.</p> <p>By the next surveillance audit, the affected management unit should have completed necessary process outlined in the compensation procedures.</p>	
<p><b>7.3.2</b></p> <p>Reports of comprehensive HCV assessment, which involves stakeholder consultation and includes record of land-use change since November 2005, shall be available. This HCV assessment shall be conducted prior to any conversion or new planting.</p> <p>- Major compliance –</p>	<p>Company has conducted HCV assessment in August 2010 by PT. SMART, Tbk's internal team. The team was consist of five (5) RSPO-approved HCV assessors and expert in biodiversity, ecology, environmental services, social-economy and cultural aspect.</p> <p>The HCV identification is conducted refer to the "Indonesian HCV Toolkit, 2008" in April 2013 and it had been reviewed by independent reviewer (Mr. Siswoyo, who is approved by HCV-RN ALS, approved on 13<sup>th</sup> January 2015).</p> <p>The company has submitted the Disclosure Liability Land and Land Use Changes Analysis (LUCA) for review by ERWG – RSPO in December 2015. To be in compliance with Remediation and Compensation Procedure, November 2015; company updated the LUC analysis and sent to the ERWG-RSPO on 4<sup>th</sup> May 2018 and has been received by RSPO. According to the email from RSPO, currently the status of LUCA PT Tapian Nadenggan – Central Kalimantan is under review by RSPO.</p> <p>The RSPO letter stated, for management unit with non- complaint land clearing which has been certified and they have submitted complete Land Use Change Analysis, they are allowed to proceed with surveillance audit. By the next surveillance audit,the affected management unit should have completed necessary process outlined in the compensation procedures. The auditor conclude that the company has commitment to the compensation procedure, for next surveillance, if the company is not prepare "Remediation and</p>	<p>Comply</p>

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		<p>Compensation plan based on procedure, 2015”, all areas have been planted since 2005 prior HCV assessment will be excluded for the certification process.</p> <p>As for management units with non-compliant land clearance that have not been certified, the management must complete necessary compensation process then only can proceed with certification. This is consistent with the compensation procedures and has been consistently implemented by the Compensation Panel.</p>	
<b>7.3.3</b>	<p>Records of land preparation and clearing dates shall be available.</p> <p>- Minor compliance –</p>	<p>Land preparation is documented in “Statement Area Report PT Tapian Nadenggan”.</p>	Comply
<b>7.3.4</b>	<p>An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower’s relevant operational procedures. (see Criterion 5.2)</p> <p>- Major compliance –</p>	<p>PT Tapian Nadenggan performed HCV assessment on August 2010. Company has set the management plan HCV consist of :</p> <ul style="list-style-type: none"> <li>• Placement, maintenance and monitoring of warning boards and boundary markers. The HCV warning board were available in each HCV area. Warning board and poles maintain each 3 month, maps of poles and geographis coordinate were available.</li> <li>• Riparian rehabilitation and enhancement. Planting of Trembesi (Samanea saman) and Sengon (Paraserianthe falcataria) at Riparian zone. Dissemination of information on how to manage and conserve the HCV area and RTE species conservation to employees, contractors and the public/local community.</li> <li>• Placement for HCV sign board, protected species information and posters</li> <li>• HCV patrol and monitoring. Patrol conducted each weeks by Patrol team consist of security team, evidence of patrol can be demonstrated, latest monitoring conducted on First Week September 2017. Monitoring areal HCV peromed each 3 month, latest monitoring in July 2018 was in good condition and no disturbance in Hanau Estate, Tanjung Paring Estate, Langadang Estate andTasik mas Estate.</li> <li>• Management and monitoring all riparian condition (HCV area utilization, management activities, rehabilitation, HCV conditions, the effectiveness of management activities, the level of threat and the condition of land cover).</li> <li>• Management and monitoring of springs/water source, peat swamp forest</li> </ul>	Comply

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	<ul style="list-style-type: none"> <li>• Management and Monitoring of protected wildlife/animal.</li> </ul>	
<p><b>7.3.5</b></p> <p>Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2).</p> <p>- Minor compliance -</p>	<p>There was no HCV area with existing rights of local communities in PT Tapian Nadenggan based on public consultation result and interview with local community leaders. During HCV assessment, PT Tapian Nadenggan conducts the public consultation to local communities on 25 March 2011 and 28 October 2014. Public consultation conducted on local communities around the estate. The public consultation also involves a village government, community leaders, district, NGOs and related agencies. In public consultation the findings discussed the identification of HCV areas and the response from public and relevant government agencies. The public consultation also summarizes a number of inputs/feedback from local communities, community leaders, NGOs and related agencies in the management plan of HCV areas.</p>	<p>Comply</p>
<p><b>Criterion 7.4:</b></p>		
<p>Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.</p>		
<p><b>7.4.1</b></p> <p>Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.</p> <p>- Minor compliance -</p>	<p>Soil suitability map are presented in "Semi Detail Soil Map of PT. Tapian Nadenggan" in scale 1:50,000 covering Hanau and Tasik Mas Estate. Projection UTM, Zone 49 S, Datum WGS '84. Sourced from SPOT 5:413 Level 2Ak/j:293 355 recorded on 24 – 29 July 2001. Soil maps including topography map is available for all estate under PT. Tapian Nadenggan.</p> <p>Based on soil characteristic above there are 940.04 Ha of peat area in Tanjung Paring Estate in Division 4, 5 and 6 and 676.88 ha in Langadang Estate. Based on map there is peat soil with hemic maturity, depth of peat soil are 60 cm - 300 cm.</p> <p>SOP to provide the guidance of peat soil management and monitoring was presented in "SOP/SMART/HVMS-EVMD/USDV/I/2005, revision dated 1 March 2017. The SOP described the flow process of management and monitoring peat soil, block design, water management, subsidence and water level monitoring, management and monitoring report of peat soil.</p>	<p>Comply</p>

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<p><b>7.4.2</b></p> <p>Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.</p> <p>- Major compliance -</p>	<p>The organization has implemented management plan to control planting on marginal soil such as peat. SOP to provide the guidance of peat soil management and monitoring was presented in "SOP/SMART/HVMS-EVMD/USDV/I/2005, revision dated 1 March 2017. The SOP described the flow process of management and monitoring peat soil, block design, water management, subsidence and water level monitoring, management and monitoring report of peat soil. SOP to provided guidance on subsidence management was presented in SOP/SMART/ MCAR/I/TA-PPA (Preparation of New Area Planting) and SOP/SPO/SMART/LH-05 (Maintain water quality and availability). The SOP described reference to the RSPO BMPs on peat, e.g. management of water level.</p> <p>The SOP mentioned above described peat soil management, water was managed to control water table within range of 40-60 cm below ground surface. Dike that made from sand sacks constructed to maintain water level in main drain and collection drain. Water level was monitored by checking the water level pole, which was provided in main and secondary drain, peat subsidence and piezometer that provided in peat area. Piezometer and water level meter were checked weekly, whilst peat subsidence were checked in 6 month intervals. Items checked beside data are include cleanliness of peat subsidence pole, piezometer, and condition of water level and water gate.</p> <p>Monitoring of peat subsidence are carried out by installing peat subsidence pole. There were 9 subsidence pole in Tanjung Paring Estate, 4 subsidence pole in Langadang Estate to monitor the subsidence level. There were piezometer 36 units in Tanjung Paring Estate, 39 unit in Langadang Estate and 3 units in Hanau Estate to monitor the ground cover water level. Water level pole installed in main drain/collection drain to monitor the water level in drainage system; there were 35 water level pole in Tanjung Paring Estate, 60 water level pole in Langadang Estate. Subsidence minimize by making water gate. Water gate can be open or close based on water level monitoring. Subsidence of peat soil was minimized by maintaining the water level of 40-60 cm. Water level monitoring and Subsidence monitoring are well recorded.</p> <p>Company also has comply with regulation of peat soil monitoring according to PermenLHK Nomor: P.15/Menlhk/Setjen/Kum.1/2/2017. Company and KLHK has determined the compliance point of peat soil monitoring in 15 point (9 point in mineral soil and 6 point in peat soil Tanjung Paring Estate), 7 Points in</p>	<p>Comply</p>

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	<p>Langadang Estate, 7 point in Hanau Estate presented in “Keputusan Direktur Jenderal Pengendalian Pencemaran dan Kerusakan Lingkungan Nomor: SK-82/PPKL/PKG/PKL.0/12/2017 dated 26 December 2017. Regulation determined that water level in peat soil shall be maintained at level maximum 40 cm under ground cover. Company has monitor water level each 2 weeks and reported to KLHK each quarter. Latest monitoring of water level period January – July 2019 in Tanjung Paring Estate shown that water level is around 5 – 30 cm under ground cover. Report of water level monitoring in PT Tapian Nadenggan area to “Direktur Jenderal Pengendalian Pencemaran dan Kerusakan Lingkungan” period January – March 2019 was evident based on report No. 19/TN-Kalteng/IV/2019 dated 24 April 2019.</p> <p>Peat Subsidence Pole in Langadang Estate were installed at 3 points, Block X16, Z15 and B18. During site visit to Langadang Estate, the condition of peat subsidence pole, piezometer and water level pole were good. Water level pole at Block B18 Division 3 was pointing at -25 cm from ground surface. Piezometer was pointing at -15 cm from ground surface. Peat subsidence pole pointing at -2.4 cm since its installation in 2015. Condition of water gate (flush or intake) was according to water level result. Monitoring results of water level weekly period January to July 2019 show that water level was between 0 – 40 cm bellow ground surface.</p> <p>Peat subsidence monitoring in Tanjung Paring Estate are carried out by installing peat subsidence pole at 9 points at Block S36, S38, R37, T37, R30, R34, S31, R26, T30. During site visit in Tanjung Paring Estate the condition of peat subsidence pole, piezometer and water level pole were good. Condition of water gate (flush or intake) was according to water level result. Monitoring results of water level weekly period January to July 2019 show that water level was between 0 – 40 cm bellow ground surface.</p>	
<p><b>Criterion 7.5:</b>            No new plantings are established on local peoples’ land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>		
<p><b>7.5.1</b></p>	<p>Evidence shall be available that affected local peoples understand they have the right to say ‘no’ to operations</p>	<p>Comply</p>

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	<p>planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples.</p> <p>- Major compliance -</p>	<p>The company also has established the policy of Social and Environmental-GAR, dated 8th September 2015. Where stated in point 2.1. Respect to PADIATAPA (Persetujuan Atas Dasar informasi Awal Tanpa Paksaan), local communities as well as an understanding of the need for food security in areas of newly developed communities. The company also gives opportunity for each group to choose a representative in the meeting. Participatory mapping and agreement involving various stakeholders in compensation to the local communities.</p>	
<p><b>Criterion 7.6:</b>            Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>			
<b>7.6.1</b>	<p>Documented identification and assessment of demonstrable legal, customary and user rights shall be available.</p> <p>- Major compliance -</p>	<p>PT. Tapian Nadenggan has conducted SEIA in 2005 - 2006. These reports described the assessment for planting area 2005 – 2007. For SIA please refer to 6.1 and EIA 5.1.</p>	Comply
<b>7.6.2</b>	<p>A system for identifying people entitled to compensation shall be in place.</p> <p>- Major compliance -</p>	<p>The company has procedure “Ganti rugi Tanah/Lahan” No.SOP/NP/SMART/VII/D and L. Company already prepared a procedure for land compensation. The procedure available under: “Pedoman Teknis Persiapan Lahan – Ganti Rugi Tanah/Lahan No.SOP/NP/SMART/VII/D&amp;L002”, revision dated 1<sup>st</sup> July 2010.</p> <p>PT. Tapian Nadenggan has established SOP Implementation of FPIC (Free Prior Informed Consent) No.SOP/SMART/SENS-CSR/SADV/I/003, revision 00 dated 1st July 2014, which describes a process for the preparation of FPIC, identification, dissemination, participatory mapping, implementation of the negotiation, compensation formula, etc.</p> <p>The company also has established the policy of Social and Environmental-GAR, dated 8<sup>th</sup> September 2015. Where stated in point 2.1. Respect to PADIATAPA (Persetujuan Atas Dasar informasi Awal Tanpa Paksaan),</p>	Comply

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Criterion / Indicator		Assessment Findings	Compliance
<b>7.6.3</b>	A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place. - Major compliance -	The company has procedure "Ganti rugi Tanah/Lahan" No.SOP/NP/SMART/VII/D and L. Company already prepared a procedure for land compensation. The procedure available under: "Pedoman Teknis Persiapan Lahan – Ganti Rugi Tanah/Lahan No.SOP/NP/SMART/VII/D&L002", dated 1 <sup>st</sup> July 2010. PT. Tapan Nadenggan has established SOP Implementation of FPIC (Free Prior Informed Consent) No.SOP/SMART/SENS-CSR/SADV/I/003, revision 00 dated 1 <sup>st</sup> July 2014, which describes a process for the preparation of FPIC, identification, dissemination, participatory mapping, implementation of the negotiation, compensation formula, etc. Participatory mapping and agreement involving various stakeholders in compensation to the local communities.	Comply
<b>7.6.4</b>	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development. - Minor compliance -	The company provided communities that have lost access and rights to land for plantation expansion opportunities to benefit from plantation development in Procedures of Processes land compensation described (SOP/NP/SMART/VII/D&L 002). There was no compensation for planting area in 2005 – 2007 because there is no community land owner and the land is belong to government.	Comply
<b>7.6.5</b>	The process and outcome of any compensation claims shall be documented and made publicly available. - Minor compliance -	The company have a system for compensation claim in Procedures of Processes land compensation described (SOP/NP/SMART/VII/D&L 002). There was no compensation for planting area in 2005 – 2007.	Comply
<b>7.6.6</b>	Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the	There was no compensation for planting area in 2005 – 2007. There was no legal customary right own by local people, all the land is own by government.	Comply



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Criterion / Indicator		Assessment Findings	Compliance
	proposed operations on their lands. - Minor compliance -		
<b>Criterion 7.7:</b> No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.			
<b>7.7.1</b>	There shall be no land preparation by burning, other than in specific situations, as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	SEIA documents 2006 covered all related issues covering activity begins from pre-construction (land clearing, building infrastructure and roads, drainage and irrigation system), construction (build the infrastructure, and its support facility, mill process), post construction (replanting). Land clearing was performed mechanically and zero burning.  No fire was used during land preparation. The company has zero burning policy documented in "Kebijakan sosial dan Lingkungan". Zero burning policy also was described in MCAR Book Chapter 5. MCAR Book mentioned that land preparation was performed by overthrowing and chipping.  Based on document verification on agreement contract of land clearing between PT Tapian Nadenggan and Vendor (Land clearing contractor), land clearing process since 2005 performed mechanically using heavy equipment and there was no burning.	Comply
<b>7.7.2</b>	In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	No fire was used during land preparation.	Comply
<b>Criterion 7.8:</b>			

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Criterion / Indicator		Assessment Findings	Compliance
New plantation developments are designed to minimise net greenhouse gas emissions.			
<b>7.8.1</b>	The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated. - Major compliance -	The company has conducted carbon stock assessment refer to the RSPO GHG Assessment Procedure for New Plantings Version 3.	Comply
<b>7.8.2</b>	There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options. - Minor compliance -	The company has identified GHG emission in whole mill and plantation areas, such as: land conversion, fertilizer, fuel consumption, effluent, pesticides, etc.	Comply
<b>Principle 8: Commitment to continual improvement in key areas of activity</b>			
<b>Criterion 8.1:</b>			
Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
<b>8.1.1</b>	The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of	PT Tapan Nadenggan – Hanau POM has prepared a continuous improvement plan and internal audit conducted to identify environmental and social activities. Data verified: - Continuous Plan and monitoring under “Implementasi Inovasi 2019”, such as: • Loading of fertilizing by using glissade,	Comply

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Criterion / Indicator	Assessment Findings	Compliance
<p>Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Optimising the yield of the supply base.</li> </ul> <p>- Major compliance -</p>	<ul style="list-style-type: none"> <li>• Loading the material of spraying application by VIAR (tricycle),</li> <li>• Wing titi panen, to increase the harvesting productivity,</li> <li>• Rocan thelescopic sprayer,</li> <li>• Weeds wiping equipment system hose one hand to minimize the herbicide usage and increase the effectiveness of weeds control,</li> <li>• Cepuk three in one, practical and precise dosage fertilizer,</li> <li>• Lowering domestic electricity power by installing MCB,</li> <li>• Automatic external water treatment application with a piston actuator (parabolic rotator),</li> <li>• Automated boiler feed water tank, can save 30 m3 of water / day,</li> <li>• Portable track torch,</li> <li>• Utilization of strirer in sewage ponds</li> </ul> <ul style="list-style-type: none"> <li>- Internal audit report. Internal Audit RSPO PT Tapian Nadenggan Hanau POM &amp; Supply Bases conducted on 8 – 15 April 2019 by internal auditor Rachmat Helyanto, Yodhi Faisal Amin, Wahyudi Sardi, Putut Sambang &amp; Yosaphat Ardhilla R. All issue found during audit has been followed up and effectively closed.</li> <li>- Management review report. Management review is conducted on 7 May 2019 discussing the internal audit result and the continual improvement.The issues raised during management review has been followed up by corrective action plan and implementation.</li> <li>- Minute of Meeting Agronomy (every six months), was attended by VPA6, all Estate Manager, KTU, senior assistant. Agenda for discuss/input: Manpower/resouces, harvesting, losses evaluation.</li> </ul>	

**Appendix B: Approved Time Bound Plan**

Mill Name	Mill Address	Estate Name	Estate Address	Time Bound for Certification	Progress
Padang Halaban	Desa Padang Halaban, Kecamatan Aek Kuo, 21455 Kabupaten Labura, Sumatera Utara	Padang Halaban	Kecamatan Aek Kuo, Kabupaten Labuan Batu Utara, Sumatera Utara, Indonesia	2011	Certified
		Pernantian	Kecamatan Merbau, Kabupaten Labuan Batu Utara, Sumatera Utara, Indonesia		
		Adi Pati	Kecamatan Merbau, Kabupaten Labuan Batu Utara, Sumatera Utara, Indonesia		
		Kanopan Ulu	Kecamatan Kualuh Hulu, Kabupaten Labuan Batu Utara, Sumatera Utara, Indonesia		
Langga Payung	Desa Huta Baru Nangka, Kecamatan Halongonan, 22753 Kabupaten Padang Lawas Utara, Sumatera Utara	Langga Payung	Huta Baru Nangka Village, Halongonan, Padang Lawas Utara, Sumatra Utara	2012	Certified
		Paya Baung	Huta Baringin Village, Simangambat, Padang Lawas Utara, Sumatra Utara		
		Normark	Normark Village, Kota Pinang, Labuhanbatu Selatan, Sumatra Utara		
		Pernantian	Kecamatan Merbau, Kabupaten Labuan Batu, Sumatera Utara, Indonesia		
Jelatang	Desa Jelatang; Kecamatan Pamenang Kabupaten Merangin;	Bangko	Desa Langling, Kecamatan Bangko, Kabupaten Merangin, Provinsi Jambi, Indonesia	2014	Certified
		Tiga Serumpun KKPA	Desa Tanjung, Kecamatan Bathin VIII, Kabupaten Sarolangun, Provinsi Jambi, Indonesia		
		Batang Gading KKPA	Desa Tanjung, Kecamatan Bathin VIII, Kabupaten Sarolangun, Provinsi Jambi, Indonesia		
		Bangko Plasma	Desa Langling, Kecamatan Bangko, Kabupaten Merangin, Provinsi Jambi, Indonesia		

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	Jambi 37352 ; Indonesia	Pamenang Plasma	Desa Bukit Bungkul, Kecamatan Renah Pamenang, Kabupaten Merangin, Provinsi Jambi, Indonesia		
		Kubang Ujo Plasma	Desa Tanjung, Kecamatan Bathin VIII, Kabupaten Sarolangun, Provinsi Jambi, Indonesia		
		Bukit Bungkul KKPA	Desa Bukit Bungkul, Kecamatan Renah Pamenang, Kabupaten Merangin, Provinsi Jambi, Indonesia		
Langling	Desa Langling; Kecamatan Bangko Kabupaten Merangin; Jambi 37351 ; Indonesia	Bangko	Desa Langling, Kecamatan Bangko, Kabupaten Merangin, Provinsi Jambi, Indonesia	2014	Certified
		Bangko Plasma	Desa Langling, Kecamatan Bangko, Kabupaten Merangin, Provinsi Jambi, Indonesia		
		Tanjung Rusa	Kembiri Village, Membalong Sub District, Belitung District, Bangka Belitung Province, Indonesia		
		Tanjung Rusa KKPA	Kembiri Village, Membalong Sub District, Belitung District, Bangka Belitung Province, Indonesia		
Leidong West	Kecamatan Kelapa, Kabupaten Bangka Barat Kepulauan Bangka Belitung 33364	Leidong West Utara	Kelapa Sub-district, Bangka Barat Regency, Bangka Belitung Province.	2014	Certified
		Leidong West Selatan	Kelapa Sub-district, Bangka Barat Regency, Bangka Belitung Province.		
		Bukit Intan	Kelapa Sub-district, Bangka Barat Regency, Bangka Belitung Province		
		Bukit Mas	Kelapa Sub-district, Bangka Barat Regency, Bangka Belitung Province.		
Bukit Perak	Kecamatan Kacung, Kabupaten Bangka Barat, Kepulauan	Bukit Perak Estate	Kecamatan Kelapa, Kabupaten Bangka Barat, Bangka Belitung, Indonesia	2015	Certified 2015
		Bukit Permata Estate	Kecamatan Kelapa, Kabupaten Bangka Barat, Bangka Belitung, Indonesia		

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	Bangka Belitung 33364	Bukit Permai	Sungai Selan Sub-district, Bangka Tengah Regency, Bangka Belitung Province.		
		Bukit Lestari	Sungai Selan Sub-district, Bangka Tengah Regency, Bangka Belitung Province.		
Sungai Buaya	Kampung Talang Batu, Kecamatan Mesuji Timur, Kabupaten Mesuji 34697 Lampung	Sungai Buaya	Desa Talang Batu, Kecamatan Mesuji Timur, Kabupaten Mesuji – Lampung	2014	Certified
		Mesuji KKPA	Desa Brabasan, Kecamatan Tanjung Raya, Kabupaten Mesuji – Lampung		
		Gedung Aji Lama KKPA	Desa Paduan Rajawali, Kecamatan Meraksa Aji, Kabupaten Tulang Bawang – Lampung		
Sungai Merah	Kampung Sidomukti, Kecamatan Gedung Aji, Kabupaten Tulang Bawang 34595 Kampung Sidomukti	Sungai Merah	Desa Sidang Gunung Tiga, Kecamatan Rawa Jitu Utara, Kabupaten Mesuji – Lampung	2014	Certified
		Gedung Aji Baru KKPA	Desa Sidoharjo, Kecamatan Penawartama, Kabupaten Tulang Bawang – Lampung		
		Gedung Aji Lama KKPA	Desa Paduan Rajawali, Kecamatan Meraksa Aji, Kabupaten Tulang Bawang – Lampung		
Kasuari	Desa Lapua, Distrik Kaureh. Kabupaten Jayapura. Provinsi Papua	Cendrawasih Estate	Lapua village, Kaureh Sub-district, Jayapura District, Papua Province	2018	Pre Audit
		Nuri Estate	Lapua village, Kaureh Sub-district, Jayapura District, Papua Province		
		Rajawali Estate	Lapua village, Kaureh Sub-district, Jayapura District, Papua Province	2018	Pre Audit 19 – 23 Januari 2015
		Mambruk Estate	Lapua village, Kaureh Sub-district, Jayapura District, Papua Province		
	Desa Pangkalan Panji,	Sawit Mas Estate	Pangkalan Panji and Langkan Village, Banyuasin III District,	2015	Certified 2015

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Pangkalan Panji	Kecamatan Banyuasin III, Kabupaten Banyuasin, Sumatera Selatan 30954, Indonesia		Banyuasin Regency, South Sumatera, Indonesia		
Bumi Sawit	Desa Tanjung Miring, Kecamatan Rambang Buang, Kabupaten Ogan Ilir, Sumatera Selatan, 30869, Indonesia	Sawit Mas Estate	Pangkalan Panji and Langkan Village, Banyuasin III District, Banyuasin Regency, South Sumatera, Indonesia	2015	Certified 2015
		Bumi Sawit Estate	Tanjung Miring Village, Rambang Kuang District, Ogan Ilir Regency, South Sumatera, Indonesia		
Muara Kandis	Desa Lubuk Pandan, Kecamatan Muara Lakitan Kabupaten Muara Rawas, Sumatera Selatan, 31666, Indonesia	Muara Kandis Estate	Karya Sakti village, Muara Lakitan Sub-district, Musi Rawas District, South Sumatera Province	2015	Certified 2015
		Muara Tawas Estate	Karya Mukti village, Muara Kelingi Sub-district, Musi Rawas District, South Sumatera Province		
		Pandawa KKPA	Beliti Jaya village, Muara Kelingi Sub-district, Musi Rawas District, Sumatera Selatan Province		
		Pandawa Plasma	Karya Sakti village, Muara Kelingi Sub-district, Musi Rawas District, Sumatera Selatan Province		
Batu Ampar	Desa Serongga, Kecamatan Kelumpang Hilir, Kabupaten Kotabaru Kalimantan Selatan 72161	Batu Ampar	Kelumpang Hilir Subdistrict, Kotabaru Regency, South Kalimantan	2012	Certified
		Batu Mulia	Kelumpang Hilir Subdistrict, Kotabaru Regency, South Kalimantan		
		Sungai Panci	Kelumpang Hilir Subdistrict, Kotabaru Regency, South Kalimantan		
		Sungai Panci Plasma	Kelumpang Hilir Subdistrict, Kotabaru Regency, South Kalimantan		
Tanah Laut	Desa Serongga, Kecamatan Kelumpang Hilir, Kabupaten Kotabaru Kalimantan Selatan 70883	Tanah Laut	Kecamatan Kintap, Kabupaten Tanah Laut, South Kalimantan, Indonesia	2012	Certified
		Kintapura	Kecamatan Kintap, Kabupaten Tanah Laut, South Kalimantan, Indonesia		

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Sei Kupang	Kecamatan Kelumpang Hilir, Kabupaten Kotabaru Kalimantan Selatan 72161	Sungai Kupang Estate	Desa Sangking Baru, Kecamatan Kelumpang Selatan , Kab. Kota Baru	2018	Main Audit, 25-29 May 2015
		Sungai Kupang KKPA	Desa Sangking Baru, Kecamatan Kelumpang Selatan , Kab. Kota Baru		
		Sungai Panci Estate	Desa Pulau Panci, Kecamatan Kelumpang Hilir		
		Sungai Panci KKPA	Desa Pulau Panci Kecamatan Kelumpang Hilir		
Sawita	Kabupaten Kotabaru Kalimantan Selatan	Sawita Estate	Manunggul Lama KM 6 Village, Sungai Durian Sub Distric, Kotabaru Distric, South Kalimantan Province	2018	Main Audit, 25-29 May 2015
		Sawita KKPA	Rantau Buda Village, Sungai Durian Sub Distric, Kotabaru Distric, South Kalimantan Province		
		Pamukan Estate	Manunggul Baru Village, Sungai Durian Sub Distric, Kotabaru Distric, South Kalimantan Province		
Senakin	Desa Sangsang, Kecamatan Kelumpang Tengah, Kabupaten Kotabaru Kalimantan Selatan	Senakin Estate	Sang - Sang Village, Kelumpang Tengah sub distric, Kotabaru distric, South Kalimantan Province	-	SNKM Will stop operating on March 2015
Bukit Kapur	Desa Bangkalaan Melayu, Kecamatan KelumpangHulu, Kabupaten Kotabaru Kalimantan Selatan	Bukit Kapur Estate	Karang Liwar Village, Kelumpang Hulu sub distric, Kotabaru District, South Kalimantan Province	2020	Pre Audit
		Sungai Cantung Estate	Bangkalaan Melayu Village, Kelumpang Hulu sub distric, Kotabaru District, South Kalimantan Province		
		Muara Wahau	Makmur Jaya Village, Kongbeng Sub District, Kutai Timur District, East Kalimantan Province		



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Muara Wahau	Desa Sukamaju, Kecamatan Kongbeng, Kabupaten Kutai Timur Propinsi Kalimantan Timur 75666	Gunung Kombeng	Sukamaju Village, Kongbeng Sub District, Kutai Timur District, East Kalimantan Province	2014	Certified
		Pantun Mas	Desa Karya Bakti Kecamatan Muara Wahau		
		Pantun Mas KKPA	Desa Jak luay Kecamatan Muara Wahau		
Jak Luay	Desa Jakluay, Kecamatan Muara Wahau, Kabupaten Kutai Timur Propinsi Kalimantan Timur 75655	Jak Luay Estate	Desa Jak Luay Kecamatan Muara Wahau Kabupaten Kutai Timur	2015	Certified
		Bukit Subur Estate	Desa Juk Ayak Kecamatan Telen Kabupaten Kutai Timur		
		Pantun Mas	Desa Karya Bakti Kecamatan Muara Wahau		
		Long Buluh Estate	Desa Jak Luay Kecamatan Muara Wahau Kabupaten Kutai Timur		
		Jak Luay KKPA	Desa Jak Luay Kecamatan Muara Wahau Kabupaten Kutai Timur		
		Bukit Subur KKPA	Desa Juk Ayak Kecamatan Telen Kabupaten Kutai Timur		
		Pantun Mas KKPA	Desa Jak Luay Kecamatan Muara Wahau Kabupaten Kutai Timur		
Gunung Kombeng	Desa Sukamaju, Kecamatan Kongbeng, Kabupaten Kutai Timur Propinsi Kalimantan Timur 75666	Gunung Kombeng KKPA	Desa Sukamaju, Kecamatan Kongbeng, Kabupaten Kutai Timur Propinsi Kalimantan Timur 75666	2019	GKMM currently only supplied by non certified estate
		Gunung Kombeng	Desa Sukamaju, Kecamatan Kongbeng, Kabupaten Kutai Timur Propinsi Kalimantan Timur 75666		
Bumi Palma	Desa Bagan Jaya, Kecamatan Tempuling, 29261 Kabupaten Indragiri Hilir, Provinsi Riau	Bumi Palma Estate	Bagan Jaya village, sub district of Tempuling, district of Indragiri Hilir, Riau Province	2014	Certified
		Bumi Sentosa Estate	Suhada village, sub district of Enok, district of Indragiri Hilir, Riau province		
		Bumi Lestari Estate	Pebenaan village, sub dictrict of Kritang, district of Indragiri Hilir, Riau province		
	Desa Talang Sukamaju,	Indrasakti	Village Of Sungai Limau Sub District Of Rakit Kulim District Of Indragiri Hulu		Certified

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Indra Sakti	Kecamatan Rakit Kulim, Kabupaten Indragiri Hulu, Provinsi Riau	Indrasakti KKPA	Village Of. Sungai Limau, Sub District Of Rakit Kulim, District Of Indragiri Hulu	2013	
		Indralestari KKPA	Village Of Kuala Gading, Sub District Of Batang Cenaku, District Of Indragiri Hulu		
		Indragiri KKPA	Village Of Talang Bersemi, Sub District Of Batang Cenaku, District Of Indragiri Hulu		
Kijang	Desa Kijang Makmur, Kecamatan Tapung Hilir, 28464 Kabupaten Kampar, Provinsi Riau	Kijang Mas	Desa Sekijang, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau	2012	Certified
		Kijang Kencana Plasma	Desa Kijang Jaya, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau		
Naga Sakti	Desa Sekijang, Kecamatan Tapung Hilir 28464 Kabupaten Kampar, Provinsi Riau	Nagamas	Desa Sekijang, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau	2012	Certified
		Nagasakti	Desa Sekijang, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau		
		Ramabakti	Desa Beringin Lestari, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau		
		Kijang Mas	Desa Sekijang, Kecamatan Tapung Hilir, Kabupaten Kampar, Riau		
Rama Rama	Desa Petapahan, Kecamatan Tapung 28464 Kabupaten Kampar, Provinsi Riau	Ramarama	Petapahan Village , Tapung Sub District, Kampar District, Riau Province	2012	Certified
		Amarta Jaya Plasma	Petapahan Village , Tapung Sub District, Kampar District, Riau Province		
		Sungai Tapung Plasma	Petapahan Village , Tapung Sub District, Kampar District, Riau Province		
Libo	Desa Sam-Sam, Kecamatan Kandis 28686 Kabupaten Siak, Provinsi Riau	Libo	Village of Samsam, Sub-district of Kandis, District of Siak, Riau Province, Indonesia	2012	Certified
		Nenggala	Village of Samsam, Sub-district of Kandis, District of Siak, Riau Province, Indonesia		
		Sungai Rokan	Village of Samsam, Sub-district of Kandis, District of Siak, Riau		

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			Province, Indonesia		
		Ramabakti	Village of Petapahan, Sub-district of Kampar, District of Siak, Riau Province, Indonesia		
Sam Sam	Desa Bekalar, Kecamatan Kandis 28686 Kabupaten Siak, Provinsi Riau	Samsam	Village of Bekalar, Sub-district of Kandis, District of Siak, Riau Province, Indonesia	2012	Certified
		Kandista	Village of Belutu, Sub-district of Kandis, Riau Province, Indonesia		
		Palapa	Village of Bekalar, Sub-district of Kandis, Riau Province, Indonesia		
		Ujung Tanjung	Sub-district of Kandis, District of Siak, Riau Province, Indonesia		
Ujung Tanjung	Desa Kandis, Kecamatan Kandis Kota 28686 Kabupaten Siak, Provinsi Riau	Sungai Tapung Plasma	Petapahan Village , Tapung Sub District, Kampar District, Riau Province	2012	Certified
		Ujung Tanjung	Sub-district of Kandis, District of Siak, Riau Province, Indonesia		
Hanau	Kecamatan Hanau, Kabupaten Seruyan, 74271 Desa Derangga	Hanau	Kecamatan Hanau, Kabupaten Seruyan, Kalimantan Tengah, Indonesia	2013	Certified
		Tasik Mas	Kecamatan Hanau, Kabupaten Seruyan, Kalimantan Tengah, Indonesia		
		Tanjung Paring	Kecamatan Batu Ampar, Kabupaten Seruyan, Kalimantan Tengah, Indonesia		
		Langadang	Kecamatan Batu Ampar, Kabupaten Seruyan, Kalimantan Tengah, Indonesia		
		Medang Sari	Desa Runtuh, Kecamatan Arut Selatan, Kabupaten Kotawaringin Barat, Kalimantan Tengah, Indonesia	2018	HGU in progress
		Semilar	Rungau Raya Village, Sub District of Danau Seluluk, District of Seruyan, Province of Central Kalimantan		
		Sei Rindu	Tangar Village, Sub District of Mentaya, District of Kotawaringin Timur, Province of Central Kalimantan		

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Semilar	Desa Rungau Raya, Kecamatan Danau Seluluk, 74271 Kabupaten Seruyan Kalimantan Tengah	Mandang	Rungau Raya Village, Sub District of Danau Seluluk, District of Seruyan, Province of Central Kalimantan	2013	Certified
		Puri	Biru Maju Village, Sub District of Telawang, District of Kotawaringin Timur, Province of Central Kalimantan		
Sungai Rungau	Desa Rungau Raya, Kecamatan Danau Seluluk, 74271 Kabupaten Seruyan Kalimantan Tengah	Sungai Rungau	Rungau Raya Village, Danau Seluluk Sub district, Seruyan District, Kalimantan Tengah Province	2013	Certified
		Sungai Seruyan	Rungau Raya Village, Danau Seluluk Sub district, Seruyan District, Kalimantan Tengah Province		
		Terawan	Selunuk Village, Seruyan Raya, Seruyan Sub district, Kalimantan Tengah Province		
		Tangar	Rungau Raya Village, Danau Seluluk Sub district, Seruyan District, Kalimantan Tengah Province		
		Bukit Tiga	Rungau Raya Village, Danau Seluluk Sub district, Seruyan District, Kalimantan Tengah Province		
Perdana	Desa Terawan, Kec. Seruyan Raya, Kab. Seruyan, Propinsi Kalimantan Tengah	Perdana Estate	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Propinsi Kalimantan Tengah	2020	Pre Audit 9 – 13 Februari 2015
		Lenggana Estate	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Propinsi Kalimantan Tengah		
		Semandau Estate	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Propinsi Kalimantan Tengah		
		Muara Dua Estate	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Propinsi Kalimantan Tengah		
		Sungai Rungau	Desa Terawan, Kec. Danau Sembuluh, Kab. Seruyan, Propinsi Kalimantan Tengah		
		Mentaya Estate	Sungai Ayawan Village, Seruyan Tengah Sub District, Seruyan District, Kalimantan Tengah Province		

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Kuayan	Jalan Ex PT.Sarpatim KM 21 Desa Keminting,Kec Bukit Santuhai Kab.Kotim Kalimantan Tengah	Kuayan Estate	Tumbang Keminting Village, Bukit Santuai Sub District, Kotawaringin Timur District, Kalimantan Tengah Province	2020	Pre Audit 6-10 Oktober 2014
		Bukit Santuhai Estate	Tumbang Keminting Village, Bukit Santuai Sub District, Kotawaringin Timur District, Kalimantan Tengah Province		
		Tajur Beras Estate	Pemantang Village , Mentaya Hulu Sub District, Kotawaringin Timur District, Kalimantan Tengah Province		
		Seranau Estate	Sapiri Village, Mentaya Hulu Sub District, Kotawaringin Timur District, Kalimantan Tengah Province		
		Sapiri Estate	Tukang Langit Village, Metaya Hulu Sub District, Kotawaringin Timur District, Kalimantan Tengah Province		
Tangar	Desa Rungau Raya, Kecamatan Danau Seluluk, 74271 Kabupaten Seruyan Kalimantan Tengah	Katayang Estate	Sahabu Village, Batu Ampar Sub District, Seruyan District, Kalimantan Tengah Province	2020	Pre Audit 13-16 Oktober 2014
		Nahiyang Estate	Seibabi Village, Batu Ampar Sub District, Seruyan District, Kalimantan Tengah Province		
		Sulin Estate	Wanatirta Village, Batu Ampar Sub District, Seruyan District, Kalimantan Tengah Province		
		Sungai Nusa Estate	Gantung Pengayuh Village, Seruyan Tengah Sub District, Seruyan District, Kalimantan Tengah Province		
		Sulin KKPA	Wanatirta Village, Batu Ampar Sub District, Seruyan District, Kalimantan Tengah Province		
		Sungai Ayawan Estate	Suka Mandang Village, Seruyan Tengah Sub District, Seruyan District, Kalimantan Tengah Province		
		Kayung Estate	Desa Sungai Kelik, Kecamatan Nanga Tayap, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Pekawai Estate	Desa Sungai Kelik, Kecamatan Nanga Tayap, Kabupaten Ketapang, Kalimantan Barat, Indonesia		

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Pekawai	Kecamatan nanga Tayap, Kabupaten Ketapang Kalimantan barat	Kayung KKPA	Desa Lembah Hijau 1, Kecamatan Nanga Tayap, Kabupaten Ketapang, Kalimantan Barat, Indonesia	2018	Pre Audit 1-5 September 2014
		Nanga Tayap Estate	Desa Nanga Tayap, Kecamatan Nanga Tayap, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Sungai Kelik Estate	Desa Siantau Raya, Kecamatan Nanga Tayap, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
Kenanga	Dusun Bakung, Desa Randai, Kecamatan Marau, Kabupaten Ketapang, Kalimantan Barat	Kenanga Kemitraan	Desa Randai, Kecamatan Marau, Kabupaten Ketapang, Kalimantan Barat, Indonesia	2015	Certified 2015
		Kenanga Estate	Desa Randai, Kecamatan Marau, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Cendana Estate	Desa Belaban, Kecamatan Marau, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Delima Estate	Desa Randai, Kecamatan Marau, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Kencana Kemitraan	Desa Rangkung, Kecamatan Marau, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Kencana Estate	Desa Randai, Kecamatan Marau, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Gaharu Kemitraan	Desa Periangan, Kecamatan Jelai Hulu, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Kenanga Kemitraan	Desa Merabong, Kecamatan Manis Mata, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Kenari Estate	Desa Biku Sarana, Kecamatan Jelai Hulu, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Gaharu Estate	Desa Periangan, Kecamatan Jelai Hulu, Kabupaten Ketapang, Kalimantan Barat, Indonesia		
		Muara Tawang	Kec. Semitau, Suhaid dan Selimbau, Kab. Kapuas Hulu, Kalimantan Barat		

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Belian Mill	Desa Nanga Seberuang Kecamatan Semitau 78771 Kab. Kapuas Hulu Kalimantan Barat	Muara Tawang KKPA	Kec. Semitau, Suhaid dan Selimbau, Kab. Kapuas Hulu, Kalimantan Barat	2018	Pre Audit 6-10 April 2015
		Kapuas Hulu Estate	Desa Sentabai Kecamatan Silat Hilir		
		Kapuas Hulu KKPA	Desa Sentabai Kecamatan Silat Hilir		
		Belian Estate	Desa Baru (Kec. Silat Hilir), Desa Nanga Seberuang dan Desa Komplek Kenepai (Kec. Semitau), Kab. Kapuas Hulu, Kalimantan Barat		
		Belian Kemitraan	Desa Baru (Kec. Silat Hilir), Desa Nanga Seberuang dan Desa Komplek Kenepai (Kec. Semitau), Kab. Kapuas Hulu, Kalimantan Barat		
		Tengkawang Estate	Desa Baru (Kec. Silat Hilir), Desa Nanga Seberuang dan Desa Komplek Kenepai (Kec. Semitau), Kab. Kapuas Hulu, Kalimantan Barat		

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Golden Agri (GAR) RSPO Time Bound - Palm Oil Mills								
No	GROUP	COMPANY NAME	PROVINCE	MILL	CPO Processed (Ton)	Revision TIMEBOUND	Status	Issues
1	GAR	PT SAWITAKARYA MANUNGGUL	SOUTH KALIMANTAN	SWTM SAWITA MILL	25.411	2020	Pre Audit 2015, Internal Audit 28 September 2018	LUCA Review Process by RSPO
2	GAR	PT KRESNA DUTA AGROINDO	JAMBI	PLKM PELAKAR MILL	56.063	2020	Pre Audit 2015, Internal Audit 12 Oktober 2018	No Issues, Plan to Main Audi 2019
3	GAR	PT SMART TBK	SOUTH KALIMANTAN	BKPM BUKIT KAPUR MILL	29.694	2020	Pre Audit 2015, Internal Audit 19 Januari 2019	HGU Process, LUCA Review Process by
4	GAR	PT SINAR KENCANA INTI PERKASA	SOUTH KALIMANTAN	SKPM SUNGAI KUPANG MILL	46.579	2020	Main Audit 2015, Internal Audit 9 Maret 2018	No Issues, Plan to Main Audi 2019
5	GAR	PT SINAR KENCANA INTI PERKASA	PAPUA	KSRM KASUARI MILL	44.400	2020	Pre Audit 2015, Internal Audit 5 Oktober 2018	AMDAL Revision process
6	GAR	PT AGROLESTARI MANDIRI	WEST KALIMANTAN	PKWM PEKAWAI MILL	62.693	2020	Pre Audit 2015, Internal Audit 2 November 2018	LUCA Review Process by RSPO
7	GAR	PT BINASAWIT ABADI PRATAMA	CENTRAL KALIMANTAN	PRDM PERDANA MILL	108.687	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 22 Mei 2018	HGU Process, LUCA Review Process by RSPO
8	GAR	PT AGROKARYA PRIMA LESTARI	CENTRAL KALIMANTAN	KUYM KUAYAN MILL	117.037	2020	Pre Audit 2015, Internal Audit Internal Audit GSIS Checklist SPO Scorecard 10 Agustus 2018	HGU Process, LUCA Review Process by RSPO
9	GAR	PT MITRAKARYA AGROINDO	CENTRAL KALIMANTAN	TNGM TANGAR MILL	113.610	2020	Pre Audit 2015, Internal Audit Internal Audit GSIS Checklist SPO Scorecard 26 Maret 2018	HGU Process, LUCA Review Process by RSPO
10	GAR	PT PARAMITRA INTERNUSA	WEST KALIMANTAN	BLNM BELIAN MILL	68.336	2020	Pre Audit 2015, Internal Audit 3 Agustus 2018	LUCA Review Process by RSPO
11	GAR	PT KRESNA DUTA AGROINDO	EAST KALIMANTAN	RPNM RANTAU PANJANG MILL	36.233	2020	Internal Audit 14 Desember 2018	LUCA Review Process by RSPO
12	GAR	PT KRESNA DUTA AGROINDO	EAST KALIMANTAN	GKMM GUNUNG KOMBENG MILL	19.869	2020	Internal Audit 2 Maret 2018	SHM Process
13	GAR	PT SAWIT MAS SEJAHTERA	SOUTH SUMATRA	SKMM SUNGAI KIKIM	33.131	2020	Gap Analysis 21 Desember 2018	AMDAL Revision process
14	GAR	PT SINAR KENCANA INTI PERKASA	SOUTH KALIMANTAN	SMGM SUNGAI MAGALAU MILL	23.505	2020	Internal Audit 19 Januari 2019	LUCA Review Process by RSPO
15	GAR	PT AGROLESTARI SENTOSA	CENTRAL KALIMANTAN	JLMM JALEMO MILL		2020	Gap Analysis 6 April 2018	HGU Process, LUCA Review Process by
16	GAR	PT ADI TUNGGAL MAHAJAYA	CENTRAL KALIMANTAN	SKOM SAKO MILL		2020	Internal Audit Internal Audit GSIS Checklist SPO Scorecard 26 Maret 2018	HGU Process, LUCA Review Process by RSPO
				<b>Total CPO</b>	<b>785.248</b>			

Jakarta, 19 July 2019

Acknowledge by

Head of Sustainability Policy & Compliance



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Golden Agri (GAR) RSPO Time Bound - Estate

No	GROUP	ESTATE COMPANY	PROVINCE	ESTATE (FFB SUPPLIER)	PLANTED AREA (Ha)	Mill	Revisi TIMEBOUND	Status	Issues
1	GAR	PT SAWITAKARYA MANUNGGUL	SOUTH KALIMANTAN	SWTE SAWITA ESTATE	3.789	SWTM	2020	Pre Audit 2015, Internal Audit 28 September 2018	LUCA Review Process by RSPO
2		PT SAWITAKARYA MANUNGGUL		PMKE PAMUKAN ESTATE	2.939	SWTM	2020	Pre Audit 2015, Internal Audit 28 September 2018	LUCA Review Process by RSPO
3	GAR	PT SATYA KISMA USAHA	CENTRAL KALIMANTAN	MSAE MEDANG SARI ESTATE	2.441	HNAM	2020	Internal Audit 29 Maret 2018	HGU Process, PaCP Proposal development
4	GAR	PT KRESNA DUTA AGROINDO	EAST KALIMANTAN	RPNE RANTAU PANJANG ESTATE	4.677	RPNM	2020	Internal Audit 14 Desember 2018	LUCA Review Process by RSPO
5	GAR	PT KRESNA DUTA AGROINDO	JAMBI	BMRE BATANG MERANGIN ESTATE	3.875	PLKM	2020	Pre Audit 2015, Internal Audit 12 Oktober 2018	No Issues, Plan to Main Audit 2019
6	GAR	PT KRESNA DUTA AGROINDO	JAMBI	PLKE PLAKAR ESTATE	3.994	PLKM	2020	Pre Audit 2015, Internal Audit 12 Oktober 2018	No Issues, Plan to Main Audit 2019
7	GAR	PT SATYA KISMA USAHA	JAMBI	BGDE BATANG GADING ESTATE	2.312	LNGM	2020	Pre Audit 2014, Internal Audit 9 Februari 2018	LUCA Review Process by RSPO
8	GAR	PT SMART TBK	SOUTH KALIMANTAN	SCNE SUNGAI CANTUNG ESTATE	3.550	BKPM	2020	Pre Audit 2015, Internal Audit 19 Januari 2019	HGU Process, LUCA Review Process by RSPO
9		PT SMART TBK		BKPE BUKIT KAPUR ESTATE	3.019	BKPM	2020	Pre Audit 2015, Internal Audit 19 Januari 2019	HGU Process, LUCA Review Process by RSPO
10	GAR	PT SINAR KENCANA INTI PERKASA	SOUTH KALIMANTAN	SKPE SUNGAI KUPANG ESTATE	3.989	SKPM	2020	Main Audit 2015, Internal Audit 9 Maret 2018	No Issues, Plan to Main Audit 2019
11		PT SINAR KENCANA INTI PERKASA		SMALLHOLDER	SKPA SUNGAI KUPANG KKPA	3.859	SKPM	2020	Main Audit 2015, Internal Audit 9 Maret 2018
12	GAR	PT SINAR KENCANA INTI PERKASA	PAPUA	CNDE CENDRAWASIH ESTATE	3.197	KSRM	2020	Pre Audit 2015, Internal Audit 5 Oktober 2018	AMDAL Revision process
13		PT SINAR KENCANA INTI PERKASA		NURE NURI ESTATE	3.010	KSRM	2020	Pre Audit 2015, Internal Audit 5 Oktober 2018	AMDAL Revision process
14		PT SINAR KENCANA INTI PERKASA		RJWE RAJAWALI ESTATE	3.676	KSRM	2020	Pre Audit 2015, Internal Audit 5 Oktober 2018	AMDAL Revision process
15		PT SUMBER INDAH PERKASA		MMBE MAMBRUK ESTATE	3.473	KSRM	2020	Pre Audit 2015, Internal Audit 5 Oktober 2018	AMDAL Revision process
16	GAR	PT SINAR KENCANA INTI PERKASA	SOUTH KALIMANTAN	SNKE SENAKIN ESTATE	2.908	SMGM	2020	Internal Audit 19 Januari 2019	LUCA Review Process by RSPO
17	GAR	PT AGROLESTARI MANDIRI	WEST KALIMANTAN	KYNE KAYUNG ESTATE	2.140	PKWM	2020	Pre Audit 2015, Internal Audit 2 November 2018	LUCA Review Process by RSPO
18		PT AGROLESTARI MANDIRI		PKWE PEKAWAI ESTATE	2.865	PKWM	2020	Pre Audit 2015, Internal Audit 2 November 2018	LUCA Review Process by RSPO
19		PT AGROLESTARI MANDIRI		SKKE SUNGAI KELIK ESTATE	2.458	PKWM	2020	Pre Audit 2015, Internal Audit 2 November 2018	LUCA Review Process by RSPO
20		PT AGROLESTARI MANDIRI		NTYE NANGA TAYAP ESTATE	2.005	PKWM	2020	Pre Audit 2015, Internal Audit 2 November 2018	LUCA Review Process by RSPO
21	GAR	PT CAHAYA NUSA GEMILANG	WEST KALIMANTAN	KNNE KENANGA ESTATE	2.644	KNNM	2020	Internal Audit 29 Maret 2019	LUCA Review Process by RSPO
22		PT KENCANA GRAHA PERMAI		DLME DELIMA ESTATE	1.893	KNNM	2020	Internal Audit 29 Maret 2019	RaCP Proposal development
23		PT BANGUN NUSA MANDIRI		GHRE GAHARU ESTATE	2.373	KNNM	2020	Internal Audit 29 Maret 2019	HGU Process, LUCA Review Process by RSPO
24	GAR	PT KARTIKA PRIMA CIPTA	WEST KALIMANTAN	MTNE MUARA TAWANG ESTATE	2.390	BLNM	2020	Pre Audit 2015, Internal Audit 3 Agustus 2018	LUCA Review Process by RSPO
25		PT PARAMITRA INTERNUSA PRATAMA		BLNE BELUAN ESTATE	1.915	BLNM	2020	Pre Audit 2015, Internal Audit 3 Agustus 2018	LUCA Review Process by RSPO
26		PT PARAMITRA INTERNUSA PRATAMA		TNKE TENGGAWANG ESTATE	3.300	BLNM	2020	Pre Audit 2015, Internal Audit 3 Agustus 2018	LUCA Review Process by RSPO
27		PT PERSADA GRAHA MANDIRI		KHLE KAPUAS HULU ESTATE	2.922	BLNM	2020	Internal Audit 3 Agustus 2018	LUCA Review Process by RSPO
28	GAR	PT BINASAWIT ABADI PRATAMA	CENTRAL KALIMANTAN	PRDE PERDANA ESTATE	3.985	PRDM	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 22 Mei 2018	HGU Process, LUCA Review Process by RSPO
29		PT BINASAWIT ABADI PRATAMA		LGGE LENGGANA ESTATE	2.346	PRDM	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 22 Mei 2018	HGU Process, LUCA Review Process by RSPO
30		PT BINASAWIT ABADI PRATAMA		SMNE SEMANDAU ESTATE	3.776	PRDM	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 22 Mei 2018	HGU Process, LUCA Review Process by RSPO
31		PT BINASAWIT ABADI PRATAMA		WDUE MUARA DUA ESTATE	4.115	PRDM	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 22 Mei 2018	HGU Process, LUCA Review Process by RSPO
32	GAR	PT AGROKARYA PRIMA LESTARI	CENTRAL KALIMANTAN	MNTE MENTAYA ESTATE	3.432	SKOM	2020	Internal Audit GSIS Checklist SPO Scorecard 26 Maret 2018	HGU Process, LUCA Review Process by RSPO
33		PT AGROKARYA PRIMA LESTARI		KUYE KUAYAN ESTATE	3.535	SKOM	2020	Internal Audit GSIS Checklist SPO Scorecard 26 Maret 2018	HGU Process, LUCA Review Process by RSPO
34		PT AGROKARYA PRIMA LESTARI		BSTE BUKIT SANTUHAI ESTATE	2.940	KUYM	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 10 Agustus 2018	HGU Process, LUCA Review Process by RSPO
35		PT AGROKARYA PRIMA LESTARI		TBSE TAJUR BERAS ESTATE	2.920	KUYM	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 10 Agustus 2018	HGU Process, LUCA Review Process by RSPO
36		PT AGROKARYA PRIMA LESTARI		SRAE SERANAU ESTATE	3.523	KUYM	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 10 Agustus 2018	HGU Process, LUCA Review Process by RSPO
37		PT BUANA ADHITHAMA		SPRE SAPIRI ESTATE	2.748	KUYM	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 10 Agustus 2018	HGU Process, LUCA Review Process by RSPO
38	GAR	PT AGROLESTARI SENTOSA	CENTRAL KALIMANTAN	MNHE MANUHING ESTATE	2.195	ILMM	2020	Gap Analysis 6 April 2018	HGU Process, LUCA Review Process by RSPO
39		PT AGROLESTARI SENTOSA		KJUE KAJUI ESTATE	3.557	ILMM	2020	Gap Analysis 6 April 2018	HGU Process, LUCA Review Process by RSPO
40		PT MITRA KARYA AGROINDO		SLNE SULIN ESTATE	4.173	TNGM	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 26 Maret 2018	HGU Process, LUCA Review Process by RSPO
41		PT MITRA KARYA AGROINDO		NHYE NAHYANG ESTATE	4.030	TNGM	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 26 Maret 2018	HGU Process, LUCA Review Process by RSPO
42		PT MITRA KARYA AGROINDO		KTYE KATAYANG ESTATE	3.437	TNGM	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 26 Maret 2018	HGU Process, LUCA Review Process by RSPO
43		PT MITRA KARYA AGROINDO		SNSE SUNGAI NUSA ESTATE	3.221	SKOM	2020	Internal Audit GSIS Checklist SPO Scorecard 26 Maret 2018	HGU Process, LUCA Review Process by RSPO
44		PT ADITUNGGAL MAHAJAYA		SAYE SUNDANG AYAWAN ESTATE	3.831	SKOM	2020	Internal Audit GSIS Checklist SPO Scorecard 26 Maret 2018	HGU Process, LUCA Review Process by RSPO

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No	GROUP	ESTATE COMPANY	PROVINCE	ESTATE (FFB SUPPLIER)	PLANTED AREA (Ha)	Mili	Revisi TIMEBOUND	Status	Issues
45	GAR	SMALLHOLDER	EAST KALIMANTAN	JLYA JAK LUAY KKPA	2.971	JLYM	2020	Internal Audit 9 November 2018	SHM Process
46		SMALLHOLDER		BSRA BUKIT SUBUR KKPA	669	JLYM	2020	Internal Audit 9 November 2018	SHM Process
47	GAR	SMALLHOLDER	EAST KALIMANTAN	GKMA GUNUNG KOMBENG KKPA	2.214	GKMM	2020	Internal Audit 2 Maret 2018	SHM Process
48		SMALLHOLDER		RPNA RANTAU PANJANG KKPA	982	FPNM	2020	Internal Audit 14 Desember 2018	SHM Process
49	GAR	SMALLHOLDER	SOUTH KALIMANTAN	SWTA SAWITA KKPA	940	SWTM	2020	Pre Audit 2015, Internal Audit 28 September 2018	SHM Process
50	GAR	SMALLHOLDER	JAMBI	TSRA TIGA SERUMPUN ESTATE	2.788	PLKM	2020	Pre Audit 2015, Internal Audit 12 Oktober 2018	SHM Process
51	GAR	SMALLHOLDER	JAMBI	BGDA BATANG GADING KKPA	1.494	LNGM	2020	Pre Audit 2017, Internal Audit 9 Februari 2018	SHM Process
52		SMALLHOLDER		KILA KILUS KKPA	939	SBNM	2020	Internal Audit 5 Oktober 2018	SHM Process
53	GAR	SMALLHOLDER	SOUTH SUMATERA	PNDA PANDAWA KKPA	3.323	MKNM	2020	Internal Audit 26 Oktober 2018	SHM Process
54	GAR	SMALLHOLDER	WEST KALIMANTAN	KYNA KAYUNG KEMITRAAN	2.540	PKWM	2020	Internal Audit 2 November 2018	SHM Process
55		SMALLHOLDER		KNCA KENCANA KEMITRAAN	810	KNNM	2020	Internal Audit 29 Maret 2019	SHM Process
56	GAR	SMALLHOLDER	SOUTH SUMATRA	KNNA KENANGA KEMITRAAN	421	KNNM	2020	Internal Audit 29 Maret 2019	SHM Process
57		PT SAWIT MAS SEJAHTERA		SKME SUNGAI KIKIM ESTATE	1.708	SKMM	2020	Gap Analysis 21 Desember 2018	AMDAL Revision process
58		PT SAWIT MAS SEJAHTERA		SPGE SUNGAI PANGI ESTATE	3.119	SKMM	2020	Gap Analysis 21 Desember 2018	AMDAL Revision process
59		PT SAWIT MAS SEJAHTERA		SMIE SUNGAI MUSI ESTATE	1.808	SKMM	2020	Gap Analysis 21 Desember 2018	AMDAL Revision process
60		PT SAWIT MAS SEJAHTERA		SSLE SUNGAI Saling ESTATE	2.100	SKMM	2020	Gap Analysis 21 Desember 2018	AMDAL Revision process
61		PT BUMI SAWIT PERMAI		SENE SUNGAI ENIM ESTATE	1.864	SKMM	2020	Gap Analysis 21 Desember 2018	AMDAL Revision process
62		PT BUMI SAWIT PERMAI		SLME SUNGAI LEMATANG ESTATE	2.459	SKMM	2020	Gap Analysis 21 Desember 2018	AMDAL Revision process
63	GAR	SMALLHOLDER	RIAU	RRMA RAMARAMA KKPA	760	RRMM	2020	Internal Audit 10 Agustus 2018	SHM Process
64	GAR	SMALLHOLDER	BANGKA BELITUNG	TRSA TANJUNG RUSA KKPA	497	TKMM	2020	Gap Analysis 21 Desember 2018	SHM Process
65	GAR	PT SINAR KENCANA INTI PERKASA	SOUTH KALIMANTAN	SMUE SUNGAI MAGALAU ESTATE	1.736	SMGM	2020	Internal Audit 19 Januari 2019	LUCA Review Process by RSPO
66	GAR	PT BANGUN NUSA MANDIRI	WEST KALIMANTAN	KNRE KENARI ESTATE	1.514	KNNM	2020	Internal Audit 29 Maret 2019	HGU Process, LUCA Review Process by RSPO
67		PT BANGUN NUSA MANDIRI		KRNE KERANJI ESTATE	2.530	KNNM	2020	Internal Audit 29 Maret 2019	HGU Process, LUCA Review Process by RSPO
68	GAR	SMALLHOLDER	WEST KALIMANTAN	GHRA GAHARU PLASMA	557	KNNM	2020	Internal Audit 29 Maret 2019	HGU Process, LUCA Review Process by RSPO
69		SMALLHOLDER	WEST KALIMANTAN	KNRA KENARI PLASMA	52	KNNM	2020	Internal Audit 29 Maret 2019	HGU Process, LUCA Review Process by RSPO
70	GAR	PT PERSADA GRAHA MANDIRI	WEST KALIMANTAN	SBRE SUNGAI BERAN ESTATE	2.977	BLNM	2020	Internal Audit 3 Agustus 2018	LUCA Review Process by RSPO
71	GAR	SMALLHOLDER	WEST KALIMANTAN	BLNA BELIAN KKPA	669	BLNM	2020	Internal Audit 3 Agustus 2018	SHM Process
72		SMALLHOLDER		MTNA MUARA TAWANG KKPA	540	BLNM	2020	Internal Audit 3 Agustus 2018	SHM Process
73		SMALLHOLDER		KHLA KAPUAS HULU KKPA	1.164	BLNM	2020	Internal Audit 3 Agustus 2018	SHM Process
74	GAR	PT AGROKARYA PRIMA LESTARI	CENTRAL KALIMANTAN	SSBE SUNGAI SAMBON ESTATE	1.573	KUYM	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 10 Agustus 2018	HGU Process, LUCA Review Process by RSPO
75		SMALLHOLDER		SSBA SUNGAI SAMBON PLASMA	470	KUYM	2020	Internal Audit 30 November 2018	SHM Process
76		PT BUANA ADHITHAMA		BDUE BUKIT DUJA ESTATE	1.223	KUYM	2020	Internal Audit 30 November 2019	HGU Process, LUCA Review Process by RSPO
77		PT BUANA ADHITHAMA		BTAE BUKIT TUNGGAL ESTATE	513	KUYM	2020	Internal Audit 30 November 2020	HGU Process, LUCA Review Process by RSPO
78	GAR	PT AGROLESTARI SENTOSA	CENTRAL KALIMANTAN	BLAE BALASANG ESTATE	1.683	JLMM	2020	Gap Analysis 6 April 2018	HGU Process, LUCA Review Process by RSPO
79		PT AGROLESTARI SENTOSA		JLME JALEMO ESTATE	1.859	JLMM	2020	Gap Analysis 6 April 2018	HGU Process, LUCA Review Process by RSPO
80	GAR	SMALLHOLDER	CENTRAL KALIMANTAN	SLNA SULIN PLASMA	1.677	TNGM	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 26 Maret 2018	SHM Process
81		SMALLHOLDER		SPRA SAPIRI PLASMA	435	KUYM	2020	Pre Audit 2015, Internal Audit GSIS Checklist SPO Scorecard 10 Agustus 2018	SHM Process
82		SMALLHOLDER		SKOA SAKO PLASMA	1.014	SKOM	2020	Internal Audit GSIS Checklist SPO Scorecard 26 Maret 2018	SHM Process
83	GAR	PT DIJANDA SAWIT LESTARI	SOUTH SUMATERA	MKNE MUARA KANDIS ESTATE <sup>1</sup>	575	MKNM	2020	Internal Audit 26 November 2018	HGU Process
84		PT SAWIT MAS SEJAHTERA		SMSE SAWIT MAS SEJAHTERA ESTATE <sup>1</sup>	2.291	PPNM	2020	Internal Audit 27 April 2018	HGU Process
85		PT BUMI SAWIT PERMAI		BSWE BUMI SAWIT ESTATE <sup>1</sup>	773	BSWM	2020	Internal Audit 27 April 2018	HGU Process
86	GAR	PT IVO MAS TUNGGAL	RIAU	KNDE KANDISTA ESTATE <sup>1</sup>	158	SSMM	2020	Internal Audit 2 Maret 2018	HGU Process
87		PT IVO MAS TUNGGAL		SSME SAMSAM ESTATE <sup>1</sup>	29	SSMM	2020	Internal Audit 2 Maret 2018	HGU Process
88		PT IVO MAS TUNGGAL		UTNE UJUNG TANJUNG ESTATE <sup>1</sup>	557	LIBM	2020	Internal Audit 2 Maret 2018	HGU Process
89		PT IVO MAS TUNGGAL		SRKE SEI ROKAN ESTATE <sup>1</sup>	103	LIBM	2020	Internal Audit 2 Maret 2018	HGU Process
90		PT IVO MAS TUNGGAL		NGLE NENGALA ESTATE <sup>1</sup>	420	LIBM	2020	Internal Audit 2 Maret 2018	HGU Process
91	GAR	PT BUANA WIRA LESTARI	RIAU	KJGE KIJANG ESTATE <sup>1</sup>	56	KJGM	2020	Internal Audit 10 Agustus 2018	HGU Process
92		PT BUANA WIRA LESTARI		NMAE NAGAMAS ESTATE <sup>1</sup>	253	NSAM	2020	Internal Audit 10 Agustus 2018	HGU Process
93		PT BUANA WIRA LESTARI		NSAE NAGASAKTI ESTATE <sup>1</sup>	60	NSAM	2020	Internal Audit 10 Agustus 2018	HGU Process
94	GAR	PT RAMAJAYA PRAMUKTI	RIAU	RRME RAMARAMA ESTATE <sup>1</sup>	319	RRMM	2020	Internal Audit 10 Agustus 2018	HGU Process
95	GAR	PT BUMIPALMA LESTARI PERSADA	RIAU	BPME BUMI PALMA ESTATE <sup>1</sup>	39,21	BPMM	2020	Internal Audit 12 Oktober 2018	HGU Process
<b>Total Area</b>					<b>201.601</b>				

Remark : data Luasan berdasarkan data Planted Area tahun 2015

**Appendix C: GHG Reporting Executive Summary**

The GHG emissions that were produced in 2018 for PT Tapian Nadenggan - Hanau POM and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in 2018 for PT Tapian Nadenggan - Hanau POM and supply base are as following:

Emission per product	tCO <sub>2</sub> e/tProduct
CPO	1.91
PK	1.91

Extraction	%
OER	20.9
KER	5.75

Production	t/yr
FFB Process	403,692.84
CPO Produced	84,369.35
PK Produced	23,212.34

Land Use	Ha
OP Planted Area	13,092.818
OP Planted on peat	1,666.9673
Conservation (forested)	0
Conservation (non-forested)	1,366.612
<b>Total</b>	<b>16,126.3973</b>

**Summary of Field Emission and Sink**

	Own Crop*		Group		3 <sup>rd</sup> Party		Total	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB
<b>Emission</b>								
Land Conversion	116,436.77	0.35	0	0	0	0	0	0
CO <sub>2</sub> Emission from fertilizer	10,142.77	0.03	0	0	0	0	0	0
NO <sub>2</sub> Emmision	24,225	0.07	0	0	0	0	0	0
Fuel Consumption	1,810.81	0.01	0	0	0	0	0	0
Peat Oxidation	90,846.21	0.27	0	0	0	0	0	0
<b>Sink</b>								
Crop Sequestration	-121,587.66	-0.36	0	0	0	0	0	0
Conservation Sequestration	-1,030.62						0	0
<b>Total</b>								

\*Note: Includes both estates and smallholders

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**Summary of Mill Emission and Credit**

	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
<b>Emission</b>		
POME	76,336.68	0.19
Fuel Consumption	130.04	0
Grid Electricity Utilisation	0	0
<b>Credit</b>		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
<b>Total</b>	<b>76,466.72</b>	<b>0.19</b>

**Summary of Kernel Crusher Emission and Credit (if applicable)**

Emissions	tCO <sub>2</sub> e
PK from own mill	44,332.44
PK from other source	0
Fuel Consumptions	0
<b>Total Crusher emissions</b>	<b>44,332.44</b>

\*This mill has no kernel crusher operation.

<b>Palm Oil Mill Effluent (POME) Treatment:</b>	
Divert to Compost (%)	0
Divert to anaerobic diversion (%)	100

<b>POME Diverted to Anaerobic Digestion:</b>	
Divert to anaerobic pond (%)	100
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

**Appendix D: General Chain of Custody Requirements for the Supply Chain**

<b>5.1 Applicability of the general chain of custody requirements for the supply chain</b>			
	<b>Requirement</b>	<b>Evidence</b> For any N/A raised, justification is required.	<b>Compliance</b> (Yes / No or N/A)
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	PT Tapian Nadenggan – Hanau Palm Oil Mill is part of the RSPO supply chain, as the organization takes legal ownership and physically handles RSPO Certified Sustainable oil palm products – therefore this requirement is applicable.	Yes
5.1.2	Traders and distributors require a licence obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.	PT Tapian Nadenggan – Hanau POM is not a trader or distributors, therefore this indicator is not applicable.	N/A
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	PT Tapian Nadenggan – Hanau POM is subsidiary of Golden Agri Resources Ltd.with RSPO membership number 1-0096-11-000-00, and member since 31 March 2011. The site has RSPO IT Platform ID, which is RSPO_PO1000001154.	Yes
5.1.4	Processing aids do not need to be included within an organization’s scope of certification.	PT Tapian Nadenggan – Hanau POM does not include any processing aid into scope of certification.	Yes
<b>5.2 Supply chain model</b>			

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5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	The site is a palm oil mill that uses RSPO supply chain model Mass Balance, therefore they can process FFB from certified and non-certified sources. The site aware that they can only claim their product (CPO and PK) as Mass Balance.	Yes
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	PT Tapian Nadenggan – Hanau POM only uses RSPO Supply Chain model Mass Balance.	Yes
<b>5.3. Documented Procedures</b>			
5.3.1	<p>The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> <li>• Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> </ul>	<p>Hanau POM has written procedures for RSPO Supply Chain, as documented in "SOP Supply Chain Produk RSPO Model Mass Balance" (SOP/TN/SCP Rev.01) dated 17 April 2018 and "Pelaporan Certified Produk RSPO" (SOP/TN/PCPR Rev.01) dated 17 April 2018. The procedures covers job and responsibility, work flow, receiving of raw material, verification of delivery note "Surat Penerimaan Barang", weighing, checking of raw material quality, processing, monitoring of process, validation of quality and quantity report, mass balance calculation, product delivery, registration of transaction and document control. The procedures are complete and up to date covering the implementation of all the elements of the RSPO Supply Chain model Mass Balance requirements.</p> <p>Other procedure related to RSPO Supply Chain that keep by Hanau POM:</p> <ul style="list-style-type: none"> <li>• SOP SMART/UMUM/SADV/I/003 – Procedure of Human Development Training.</li> <li>• SOP SMART/UMUM/SADV/I/009 – Procedure of Internal Audit.</li> <li>• SOP SMART/UMUM/SADV/I/010 – Procedure of Management Review.             <ul style="list-style-type: none"> <li>a. SOP SMART/UMUM/SADV/I/001 – Procedure of Document and Record Control.</li> </ul> </li> </ul>	Yes

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	<ul style="list-style-type: none"> <li>Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> </ul>	<p>The site has maintained complete and up to date records and reports that demonstrated compliance with the RSPO Supply Chain model Mass Balance, among others: Surat Pengantar Buah (FFB Delivery Note); Weighbridge ticket; Distribusi Timbangan; Daftar Penerimaan TBS; Rekap Penerimaan TBS Per Unit; Mass Balance report; CPO/PK Delivery Note; Berita Acara Penyegehan; Izin Masuk Pabrik; Izin Keluar Pabrik; Formulir Inventarisasi Penimbangan Tarra Truck PK; Minutes of Training regarding "Pemahaman RSPO Supply Chain Certification Standard dan Critical Control Point", attended by Staffs, Storage admin, production clerk, laboratory analyst, grading assistant, process assistant, weighbridge operator, SPO officer, dispatch operator and security.</p>	<p>Yes</p>
	<ul style="list-style-type: none"> <li>Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard.</li> </ul>	<p>The person having responsibility for and authority over the implementation of the RSPO Supply Chain requirements identified in SOP/TN/PCPR Rev.01 section 3.4 "Tugas dan Tanggungjawab". As explained in the SOP, Mill Unit Head is responsible for the implementation of RSPO Supply Chain requirements. During audit the Mill Unit Head able to demonstrate awareness of the organization's procedures for the implementation of these RSPO Supply Chain requirements.</p>	<p>Yes</p>
<p>5.3.2</p>	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	<p>The site has documented procedure of annual Internal Audit as in "SOP Internal Audit" (SOP/SMART/UMUM/SADV/I/009) dated 1 July 2014. The procedure described scope of internal audit covering SMK (Sistem Manajemen Keberlanjutan) and SPO (Sustainable Palm Oil).</p>	<p>Yes</p>
	<p>ii) effectively implements and maintains the standard requirements within its organization</p>	<p>The site conduct annual RSPO Supply Chain internal audit on 9 April 2019 covering RSPO Supply Chain Certification Standard. There are 1 Major finding and 1 OFI during the internal audit. Corrective Action</p>	<p>Yes</p>

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		Plans have been determined, status of corrective actions have been discussed in management review meeting. Status of finding have been closed on 23 April 2019.	
<b>5.4. Purchasing and goods in</b>			
5.4.1	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> <li>• The name and address of the buyer;</li> <li>• The name and address of the seller;</li> <li>• The loading or shipment/delivery date;</li> <li>• The date on which the documents were issued;</li> <li>• A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>• The quantity of the products delivered;</li> <li>• Any related transport documentation;</li> <li>• Supply Chain certificate number of the seller;</li> <li>• A unique identification number</li> </ul>	<p>The site received FFB from certified and non-certified source. Certified source consist of own crop from Hanau Estate, Tasik Mas Estate, Tanjung Paring Estate and Langadang Estate. Non-certified FFB source are Medang Sari Estate and third party FFB supplier, e.g. PT Prima Sentosa Pratama Putra – Lestari Unggul Jaya Estate.</p> <p>Physical document for FFB delivery from company estates are no longer exist. Currently the company use computerized system eFACT to record FFB delivery from Hanau, Tasik Mas, Tanjung Paring and Langadang Estate. Document of FFB receiving that still exist are Weighbridge Card, which described identity and location of FFB source and other item required, e.g.</p> <p>Certified:</p> <ul style="list-style-type: none"> <li>- Weighbridge Card No.A027641 036347, dated 25/06/2019 mentioned commodity is certified FFB, Net weight 8,730 kg, From: Hanau Estate Division 3, Block 97D09; quantity 425 bunches, Delivery Note No. 1422/TBS/03/19/06/G068, Transporter: 000001 PT Tapan Nadenggan - HNAE, Driver: Ahmad Karyadi, Clerk: Riyan Putri.</li> <li>- Weighbridge Card No.A027631 036332, dated 25/06/2019 mentioned commodity is certified FFB, Net weight 5,680 kg, From: Tasik Mas Estate Division 5, Block 98D15; quantity 344 bunches, Delivery Note No. 1424/TBS/05/19/06/J061, Transporter: 000002 PT Tapan Nadenggan - TMSE, Driver: H. Padlansyah, Clerk: Riyan Putri.</li> </ul>	Yes



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		<ul style="list-style-type: none"> <li>- Weighbridge Card No.A027794 036562, dated 25/06/2019 mentioned commodity is certified FFB, Net weight 8,760 kg, From: Langadang Estate Division 3, Block 05B20; quantity 479 bunches, Delivery Note No. 1432/TBS/03/19/06/N070, Transporter: 000044 PT Tapian Nadenggan - LNGE, Driver: Sebastianus, Clerk: Riyan Putri.</li> </ul> <p>Non-certified:</p> <ul style="list-style-type: none"> <li>- Surat Pengantar Buah No.LUJE/TBS/01/06/19/0530 dated 24/06/2019 from PT Primasentosa Pratamaputra – Lestari Unggul Jaya Estate, Division 01 LUJE, Block B6 (326 bunches), Block C4 (148 bunches) and B1 (144 Bunches), total 618 bunches, seal no. 4982204, transport KH 8309 GJ, driver Ali Wanpo. Weighbridge card No.A027637 036341, dated 25/06/2019 mentioned commodity is FFB, Net weight 10,260 kg, From: Perkebunan Lestari Unggul Jaya Division 01, quantity 618 bunches, Delivery Note No. LUJE/TBS/01/19/06/0530, Transporter: 000005 PT PSPP/LUJE, Driver: M. Ali Wanpo, Clerk: Riyan Putri.</li> <li>- Surat Pengantar Buah No.1425/TBS/03/19/06/H061 dated 24/06/2019 from PT Setya Kisma Usaha – Medang Sari Estate, Division 3, Block P13 (249 bunches), P15 (208 bunches) and P14 (63 bunches), total 520 bunches. Transport KH 9835 GH. Weighbridge card No.A027632 036335, dated 25/06/2019 mentioned commodity is FFB, Net weight 8,510 kg, From: Medang Sari Estate Division 3, Block 06R16, quantity 520 bunches, Delivery Note No. 1425/TBS/03/19/06/H061, Transporter: 000025 PT Setya Kisma Usaha, Driver: Gutama, Clerk: Riyan Putri.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</li> </ul>	<p>Information are complete and presented in couple document, e.g. "Surat Pengantar Buah" and Weighbridge Card.</p>	<p>Yes</p>

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	<ul style="list-style-type: none"> <li>The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance.</li> </ul>	<p>Hanau POM has ensured that the FFB are certified based on the source of FFB. The certified FFB are only come from the company's own estate, which are Hanau Estate, Tasik Mas Estate, Tanjung Paring Estate, and Langadang Estate. Other than that are non-certified.</p>	<p>Yes</p>
	<ul style="list-style-type: none"> <li>A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (<a href="http://www.rspo.org">www.rspo.org</a>) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements.</li> </ul>	<p>The site does not need to check the certificate validity of the FFB source, because it is fall under PT Tapian Nadenggan – Hanau POM.</p>	<p>N/A</p>
	<ul style="list-style-type: none"> <li>The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements.</li> </ul>	<p>The site has never purchased any certified FFB from traders or distributors.</p>	<p>N/A</p>
<p>5.4.2</p>	<p>The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.</p>	<p>The documented procedure "SOP Supply Chain Produk RSPO Model Mass Balance" (SOP/TN/SCP Rev.01) dated 17 April 2018, Section 6.3 has mentioned mechanism for handling non-conforming oil palm product and/or documents. It mentioned that non-conforming product shall be rejected.</p>	<p>Yes</p>
<p><b>5.5. Outsourcing activities</b></p>			
<p>5.5.1</p>	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independemnt mil cannot outsource processing activities like refining or crushing.</p>	<p>The site operate subcontractor for CPO transporter, consist of:            1) CV. Alam Persada; MR: H. Amaryan; Address: Jl. Jend. Sudirman, RT 18 Kelurahan Sidorejo, Kecamatan Arut Selatan, Kabupaten Kotawaringin Barat; Capacity: 22 trucks @ 7.5 MT; Addendum of Work Agreement: 001/TN/ HNAM/03/2018 – CPO, valid from 31 March 2019 to 31 March 2021.</p>	<p>Yes</p>

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	<p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	<p>2) CV. Berkas Sekumpul; MR: Siswanto; Address: Kelurahan Kumai Hilir RT 11, Kecamatan Kumai, Kabupaten Kotawaringin Barat; Capacity: 26 trucks @ 7.5 MT; Addendum of Work Agreement: 002/TN/ HNAM/03/2018 – CPO, valid from 31 March 2019 to 31 March 2021.</p> <p>3) CV. Karya Bahtera Utama; MR: H. Edi Ruslianor; Address: Jl. Pameran No.375 RT 008 RW 002 Pembuang Hulu, Kecamatan Hanau, Kabupaten Seruyan; Capacity: 23 trucks @ 7.5 MT; Addendum of Work Agreement: 003/TN/HNAM/03/2018 – CPO, valid from 31 March 2019 to 31 March 2021.</p> <p>4) Yayasan Al Miftahussalam; MR: H. Noordin; Address: Jl. Bakri Entong, Pembuang Hulu 1, Kecamatan Hanau, Kabupaten Seruyan; Capacity: 17 trucks @ 7.5 MT; Addendum of Work Agreement: 004/TN/HNAM /03/2018 – CPO, valid from 31 March 2019 to 31 March 2021.</p> <p>Hanau POM has ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard by carried out dissemination to the respective contractor on 16 May 2018. Minutes of dissemination, attendance list and photograph are available.</p> <p>The PT Tapian Nadenggan – Hanau POM delivered palm kernel by own transporter to PT Tapian Nadenggan – Hanau KCP which has been separately certified for RSPO Supply Chain. Sample of delivery document verified was Delivery Note No.1451/KER/LK/19/06/1494 dated 26 June 2019 from PT Tapian Nadenggan – Hanau Mill to PT Tapian Nadenggan – Hanau KCP, for 3,200 kg PK, transporter KH 9392 P (internal). Weighbridge card No. B008783 036845, DO No.1451/ISW/1451/19/L007. Hanau POM uses internal trucks to deliver palm kernel.</p>	
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5.5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <p>a. The site has legal ownership of all input material to be included in outsourced processes;</p>	<p>During transport, PT Tapian Nadenggan – Hanau POM has the legal ownership of the oil palm product.</p>	Yes
	<p>b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.</p>	<p>PT Tapian Nadenggan – Hanau POM has agreement covering the outsourced (transport) process, as follows:</p> <ol style="list-style-type: none"> <li>1. CV. Alam Persada; MR: H. Amaryan; Address: Jl. Jend. Sudirman, RT 18 Kelurahan Sidorejo, Kecamatan Arut Selatan, Kabupaten Kotawaringin Barat; Capacity: 22 trucks @ 7.5 MT; Addendum of Work Agreement: 001/TN/ HNAM/03/2018 – CPO, valid from 31 March 2019 to 31 March 2021.</li> <li>2. CV. Berkat Sekumpul; MR: Siswanto; Address: Kelurahan Kumai Hilir RT 11, Kecamatan Kumai, Kabupaten Kotawaringin Barat; Capacity: 26 trucks @ 7.5 MT; Addendum of Work Agreement: 002/TN/ HNAM/03/2018 – CPO, valid from 31 March 2019 to 31 March 2021.</li> <li>3. CV. Karya Bahtera Utama; MR: H. Edi Ruslianor; Address: Jl. Pameran No.375 RT 008 RW 002 Pembuang Hulu, Kecamatan Hanau, Kabupaten Seruyan; Capacity: 23 trucks @ 7.5 MT; Addendum of Work Agreement: 003/TN/HNAM/03/2018 – CPO, valid from 31 March 2019 to 31 March 2021.</li> </ol> <p>Yayasan Al Miftahussalam; MR: H. Noordin; Address: Jl. Bakri Entong, Pembuang Hulu 1, Kecamatan Hanau, Kabupaten Seruyan; Capacity: 17 trucks @ 7.5 MT; Addendum of Work Agreement: 004/TN/HNAM /03/2018 – CPO, valid from 31 March 2019 to 31 March 2021.</p>	Yes
	<p>c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p>	<p>The site has documented procedure “SOP Supply Chain Produk RSPO Model Mass Balance” (SOP/TN/SCP Rev.01) dated 17 April 2018. Section 6.7 of the procedure described product delivery. The procedure has been communicated to all relevant contractor on 16 May 2018.</p>	Yes

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	d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.	PT Tapan Nadenggan – Hanau POM uses RSPO Supply Chain model Mass Balance, physical visit to transporter is not necessary.	Yes
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	<p>The site kept the contract of CPO and PK transporter which include name and contact detail of the contractors, as follows:</p> <ol style="list-style-type: none"> <li>1. CV. Alam Persada; MR: H. Amaryan; Address: Jl. Jend. Sudirman, RT 18 Kelurahan Sidorejo, Kecamatan Arut Selatan, Kabupaten Kotawaringin Barat; Capacity: 22 trucks @ 7.5 MT; Addendum of Work Agreement: 001/TN/ HNAM/03/2018 – CPO, valid from 31 March 2019 to 31 March 2021.</li> <li>2. CV. Berkat Sekumpul; MR: Siswanto; Address: Kelurahan Kumai Hilir RT 11, Kecamatan Kumai, Kabupaten Kotawaringin Barat; Capacity: 26 trucks @ 7.5 MT; Addendum of Work Agreement: 002/TN/ HNAM/03/2018 – CPO, valid from 31 March 2019 to 31 March 2021.</li> <li>3. CV. Karya Bahtera Utama; MR: H. Edi Ruslianor; Address: Jl. Pameran No.375 RT 008 RW 002 Pembuang Hulu, Kecamatan Hanau, Kabupaten Seruyan; Capacity: 23 trucks @ 7.5 MT; Addendum of Work Agreement: 003/TN/HNAM/03/2018 – CPO, valid from 31 March 2019 to 31 March 2021.</li> </ol> <p>Yayasan Al Miftahussalam; MR: H. Noordin; Address: Jl. Bakri Entong, Pembuang Hulu 1, Kecamatan Hanau, Kabupaten Seruyan; Capacity: 17 trucks @ 7.5 MT; Addendum of Work Agreement: 004/TN/HNAM /03/2018 – CPO, valid from 31 March 2019 to 31 March 2021.</p>	Yes
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	There is no other new contractor involved in PT Tapan Nadenggan – Hanau POM.	Yes

5.6. Sales and goods out			
<p>5.6.1</p>	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</p> <ul style="list-style-type: none"> <li>• The name and address of the buyer;</li> <li>• The name and address of the seller;</li> <li>• The loading or shipment/ delivery date;</li> <li>• The date on which the documents were issued;</li> <li>• A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>• The quantity of the products delivered;</li> <li>• Any related transport documentation;</li> <li>• Supply chain certificate number of the seller;</li> <li>• A unique identification number</li> </ul>	<p>PT Tapian Nadenggan – Hanau POM has shown records that include minimum information required for RSPO certified product. During this period of assessment, the site does not sell any certified CPO physically or credit, however the site sell certified PK physically.</p> <p>Record seen:</p> <ul style="list-style-type: none"> <li>• Delivery Note No.1451/KER/LK/19/06/1494 dated 26 June 2019 from PT Tapian Nadenggan – Hanau Mill to PT Tapian Nadenggan – Hanau KCP, for 3,200 kg certified PK, transporter KH 9392 P (internal). Weighbridge card No. B008783 036845, Net weight 3,200 kg; certificate ID: RSPO679706-19061494/RSPO MB; DO No.1451/KER/1451/19/L007. Driver: Bayu Hidayat. Clerk: Lely Riyani.</li> <li>• Delivery Note No.1451/KER/LK/19/06/1488 dated 26 June 2019 from PT Tapian Nadenggan – Hanau Mill to PT Tapian Nadenggan – Hanau KCP, for 7,930 kg certified PK, transporter KH 8614 FD (internal). Weighbridge card No. B008726 036660, Net weight 7,930 kg; certificate ID: RSPO679706-19061488/RSPO MB; DO No.1451/KER/ 1451/19/L007. Driver: Petrus Nurak Gomes. Clerk: Riyan Putri N.</li> </ul> <p>Information available in the document are as follows:</p> <ul style="list-style-type: none"> <li>• The name and address of the buyer: PT Tapian Nadenggan – Hanau KCP;</li> <li>• The name and address of the seller; PT Tapian Nadenggan – Hanau POM</li> <li>• The loading or shipment/ delivery date: 26 June 2019;</li> <li>• The date on which the documents were issued: 26 June 2019;</li> <li>• A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the</li> </ul>	<p>Yes</p>

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		<p>approved abbreviations): certified PK and RSPO MB;</p> <ul style="list-style-type: none"> <li>• The quantity of the products delivered: 3,200 kg and 7,930 kg;</li> <li>• Any related transport documentation: Weighbridge card No. B008783 036845 and No. B008726 036660;</li> <li>• Supply chain certificate number of the seller: RSPO679706; A unique identification number: 19061494 and 19061488.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</li> </ul>	<p>Information are presented on across a range of documents, such as Delivery Note, Weighbridge Card, Sales Contract and Delivery Order.</p>	<p>Yes</p>
	<ul style="list-style-type: none"> <li>• For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance.</li> </ul>	<p>PT Tapian Nadenggan – Hanau POM has registered all their transaction of certified product include making Shipping Announcement and Remove Stock in RSPO IT Platform (PalmTrace).</p> <p>Sample of certified PK Shipping Announcement in RSPO IT Platform:</p> <ul style="list-style-type: none"> <li>• Transaction ID: TR-699e96de-a79c; Seller PT Tapian Nadenggan – Hanau Palm Oil Mil; Member ID RSPO_PO1000001154; Seller Ref #1451/KER/1451/19/L005; Buyer PT Tapian Nadenggan – Hanau KCP; Member ID RSPO_PO1000001447; Buyer Ref #4200077624; Product CSPK; Program Mass Balance; Volume 1,999.99 MT; Transaction Type: Shipping; Status: Confirmed; Shipping/ BL date 15 June 2019; Confirmation date 17 June 2019.</li> <li>• Transaction ID: TR-fd667cda-9d53; Seller PT Tapian Nadenggan – Hanau Palm Oil Mil; Member ID RSPO_PO1000001154; Seller Ref #1451/KER/1451/19/L004; Buyer PT Tapian Nadenggan – Hanau KCP; Member ID RSPO_PO1000001447; Buyer Ref #4200076192; Product CSPK; Program Mass Balance; Volume 997.35 MT; Transaction Type: Shipping; Status: Confirmed; Shipping/ BL date 6 May 2019; Confirmation date 10 May 2019.</li> </ul>	<p>Yes</p>

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		<p>During this period of assessment, the site does not sell any certified CPO physically or credit.</p> <p>Sample of Remove Stock in RSPO IT Platform:</p> <ul style="list-style-type: none"> <li>- Stock Transaction ID: ST-TR-8f639ae4-dbfa dated 1 August 2018 for CSPO 19,996.49 MT. Reason for removal: Sold as ISCC MB 2018.</li> <li>- Stock Transaction ID: ST-TR-90fc48ad-13aa dated 27 March 2019 for CSPO 6,061.33 MT. Reason for removal: Sold as ISCC MB February 2019.</li> <li>- Stock Transaction ID: ST-TR-832e5794-1d9c dated 5 July 2019 for CSPO 4,859.97 MT. Reason for removal: Sold as ISCC MB June 2019.</li> <li>- Stock Transaction ID: ST-TR-a909aae7-fdff dated 16 July 2019 for FFB Estates 29,059.74 MT. Reason for removal: FFB Processed 1 February 2019 to 30 April 2019.</li> </ul> <p>Total removed from certified stock CSPO was 48,877.06 MT, and FFB was 102,343.56 MT.</p>	
<b>5.7. Registration of transactions</b>			
5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> <li>• are mills, traders, crushers and refineries and;</li> <li>• take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable.</li> </ul>	<p>The site is a Palm Oil Mill which take legal ownership and physically handle RSPO certified sustainable oil palm product, has registered their transaction in RSPO IT Platform (PalmTrace).</p>	Yes
5.7.2	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:</p>	<p>For this Annual Assessment period, Hanau POM did not sell any RSPO certified CPO. The site only sell RSPO certified PK to PT Tapian Nadenggan – Hanau KCP. Sample of PK Shipping Announcement:</p>	Yes



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<ul style="list-style-type: none"> <li>Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Transaction ID: TR-699e96de-a79c; Seller PT Tapian Nadenggan – Hanau Palm Oil Mil; Member ID RSPO_PO1000001154; Seller Ref #1451/KER/1451/19/L005; Buyer PT Tapian Nadenggan – Hanau KCP; Member ID RSPO_PO1000001447; Buyer Ref #4200077624; Product CSPK; Program Mass Balance; Volume 1,999.99 MT; Transaction Type: Shipping; Status: Confirmed; Shipping/ BL date 15 June 2019; Confirmation date 17 June 2019.</li> <li>Transaction ID: TR-fd667cda-9d53; Seller PT Tapian Nadenggan – Hanau Palm Oil Mil; Member ID RSPO_PO1000001154; Seller Ref #1451/KER/1451/19/L004; Buyer PT Tapian Nadenggan – Hanau KCP; Member ID RSPO_PO1000001447; Buyer Ref #4200076192; Product CSPK; Program Mass Balance; Volume 997.35 MT; Transaction Type: Shipping; Status: Confirmed; Shipping/ BL date 6 May 2019; Confirmation date 10 May 2019.</li> </ul>	
<ul style="list-style-type: none"> <li>Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually.</li> </ul>	<p>The site is a Palm Oil Mill that never sold any oil palm product to supply chain actors beyond the refinery.</p>	<p>Yes</p>
<ul style="list-style-type: none"> <li>Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.</li> </ul>	<p>PT Tapian Nadenggan – Hanau POM has done "Remove" in the RSPO IT Platform for CSPO sold as other scheme, e.g.</p> <ul style="list-style-type: none"> <li>- Stock Transaction ID: ST-TR-8f639ae4-dbfa dated 1 August 2018 for CSPO 19,996.49 MT. Reason for removal: Sold as ISCC MB 2018.</li> <li>- Stock Transaction ID: ST-TR-90fc48ad-13aa dated 27 March 2019 for CSPO 6,061.33 MT. Reason for removal: Sold as ISCC MB February 2019.</li> </ul>	<p>Yes</p>

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		<ul style="list-style-type: none"> <li>- Stock Transaction ID: ST-TR-832e5794-1d9c dated 5 July 2019 for CSPO 4,859.97 MT. Reason for removal: Sold as ISCC MB June 2019.</li> <li>- Stock Transaction ID: ST-TR-a909aae7-fdff dated 16 July 2019 for FFB Estates 29,059.74 MT. Reason for removal: FFB Processed 1 February 2019 to 30 April 2019.</li> </ul> <p>Total removed from certified stock CSPO was 48,877.06 MT, and FFB was 102,343.56 MT.</p>	
	<ul style="list-style-type: none"> <li>• Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.</li> </ul>	The site is a Palm Oil Mill that never bought any oil palm product from other supply chain actor.	N/A
<b>5.8. Training</b>			
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.	<p>PT Tapian Nadenggan – Hanau POM has prepared a training program to staffs, who are involved in RSPO Supply Chain Certification Standard implementation. The organization has a defined training plan for 2019 in document of Annual Training Programme.</p> <p>Competency and training records of all staff involved in RSPO Supply Chain were able to be demonstrated.</p>	Yes
5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	The organization has provided training to all personnel carrying out the task that critical to the effective implementation of RSPO Supply Chain requirements. Training on 9 April 2019 attended 10 personnel from Assistant and Manager level. Training on 29 June 2019 attended by 25 personnel from laboratory department. Training on 29 June 2019 attended by 15 personnel from security. Training on 19 June 2019 attended by 16 personnel from clerk and grading operator.	Yes
<b>5.9. Record Keeping</b>			

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<p>5.9.1</p>	<p>The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.</p>	<p>The organization has maintained accurate, complete, up-to-date and accessible records and reports covering all aspects of RSPO Supply Chain requirements, as evident in "Laporan Produksi Harian". A daily report covers today and todate data of FFB receive, FFB processed, CPO and PK produced, Stock of CPO and PK, Despatch of CPO and PK, processing time and throughput. Sample seen: "Laporan Produksi Harian" period June 2019.</p> <p>"Laporan Produksi – Pengiriman – Stok CPO/PK" is a monthly report that covers data respective month and todate of FFB receiving, FFB processed, CPO and PK production, OER and KER. Based on the report, for period January – December 2018, FFB processed from HNAE: 83,762.02 ton, from TMSE: 105,192.92 ton, TPPE: 95,057.09 ton LNGE: 52,824.11 ton. CPO produced are HNAE: 17,528.45 ton, TMSE: 21,988.32 ton, TPPE: 19,891.14 ton and LNGE: 11,071.91 ton. PK produced HNAE: 4,944.38 ton, TMSE: 6,231.94 ton, TPPE: 5,612.18 ton and 3,106.45 ton. For period January – June 2019, FFB processed from HNAE: 36,181.31 ton, from TMSE: 51,381.28 ton, TPPE: 45,711.08 ton LNGE: 21,120.35 ton. CPO produced are HNAE: 7,242.37 ton, TMSE: 10,257.24 ton, TPPE: 9,117.36 ton and LNGE: 4,211.80 ton. PK produced HNAE: 2,152.48 ton, TMSE: 3,065.09 ton, TPPE: 2,722.58 ton and 1,257.07 ton.</p> <p>Accurate, complete, up to date and accessible report also can be seen on Mass Balance Report. It is a three monthly report that covers receiving of FFB certified and non-certified, FFB processed certified and non-certified, production of CPO certified and non-certified, production of PK certified and non-certified, delivery of CPO and PK certified and non-certified, stock of CPO and PK certified and non-certified. Sample seen: Mass Balance report period October-December 2018, January-April 2019 and May-July 2019.</p>	<p>Yes</p>
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5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	Retention time for all records and reports has been defined 10 (ten) years as on procedure "SOP Identifikasi dan Kemamputelusuran Produk Bersertifikat" (SOP/SMART/CERS-EHSD/SADV/I/001) dated 2 July 2014.	Yes
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	The organization is able to provided estimate volume of CPO and PK in a year period as in Annual Budget 2019 consists of Production FFB, CPO and PK. The organization also keep an up to date record of the FFB volume received, CPO and PK produced over a period of twelve (12) months, as in Mass Balance Report. Laporan Penerimaan, Produksi, Pengiriman dan Stock Certified dan Non-Certified Jakluay POM".	Yes
<b>5.10. Conversion factors</b>			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website ( <a href="http://www.rspo.org">www.rspo.org</a> ); RSPO Rules for Physical Transition of Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	The site has determined and set their own conversion rates based upon experience defined as Oil Extraction Rate (OER) and and Kernel Extraction Rate (KER). The site has set OER for budget 2019 as 21.50% and KER as 6.00%.	Yes
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	The site has annually update OER and KER to ensure accuracy against actual performance. The recorded actual OER and KER as in 2018 OER is 20.93% and KER is 5.90%.	Yes
<b>5.11. Claims</b>			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	The site only makes claims on RSPO Certified product in compliance with RSPO Rules on Market Communications and Claims. RSPO	Yes

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		<p>certificate ID is only stated in documents of RSPO certified product, as example:</p> <ul style="list-style-type: none"> <li>• Delivery Note No.1451/KER/LK/19/06/1494 dated 26 June 2019 from PT Tapian Nadenggan – Hanau Mill to PT Tapian Nadenggan – Hanau KCP, for 3,200 kg certified PK, transporter KH 9392 P (internal). Weighbridge card No. B008783 036845, Net weight 3,200 kg; certificate ID: RSPO679706-19061494/RSPO MB; DO No.1451/KER/1451/19/L007. Driver: Bayu Hidayat. Clerk: Lely Riyani.</li> <li>• Delivery Note No.1451/KER/LK/19/06/1488 dated 26 June 2019 from PT Tapian Nadenggan – Hanau Mill to PT Tapian Nadenggan – Hanau KCP, for 7,930 kg certified PK, transporter KH 8614 FD (internal). Weighbridge card No. B008726 036660, Net weight 7,930 kg; certificate ID: RSPO679706-19061488/RSPO MB; DO No.1451/KER/ 1451/19/L007. Driver: Petrus Nurak Gomes. Clerk: Riyan Putri N.</li> </ul>	
<b>General corporate communications</b>			
4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	PT Tapian Nadenggan – Hanau POM did not conducted corporate communication. Corporate communication are conducted by Golden Agri-Resources (GAR) as RSPO member with membership No. 1-0096-11-000-00, member since 31 March 2011 on website: <a href="https://goldenagri.com.sg">https://goldenagri.com.sg</a> .	Yes
4.2	In corporate communications a member is allowed to: a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org) c. State that the member supports the work of the RSPO d. State the member's history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO.	In corporate communication, GAR has display its RSPO membership status, display a link to the RSPO web address, stated that GAR support the work of the RSPO and stated GAR's history with regard to the RSPO. GAR did not uses RSPO trademark in the website.	Yes

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	Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text 'Check our progress at www.rspo.org' where the link must lead to the member's profile page.		
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	In the website, GAR not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Yes
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	In the website, GAR ensure that all communication is consistent, clear and not mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	Yes
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	In the website, GAR is not uses the RSPO corporate logo.	Yes
<b>Business to business communications</b>			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	PT Tapian Nadenggan – Hanau POM made Busines to Busines communication by stated in sales documents, e.g. Sales Contract and Delivery Note that the product sold is RSPO Certified CPO model MB.	Yes
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	Supply chain model and RSPO certificate number were satted in the delivery document, e.g. Delivery Note.	
5.3	Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options: a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by	PT Tapian Nadenggan – Hanau POM is not a distributor or wholesaler.	N/A

	<p>linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation.</p> <p>b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.</p>		
5.4	<p>A certified member can provide information to its customers detailing the presence of certified palm oil contained within a product even if it is not eligible for a product-specific under RSPO rules. The end product must not be labelled as certified or sold in such a way that implies RSPO certification.</p> <p>For example, a retailer or food service company may require a breakdown of all palm based ingredients within an end product and the certified status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.</p>	PT Tapan Nadenggan – Hanau POM is not an end-product producer.	N/A
<b>Business to consumer communication</b>			
6.1	<p>Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as ‘product-specific’ claims. Product-specific claims are voluntary.</p>	PT Tapan Nadenggan – Hanau POM did not performed Business to Consumer communication. Hanau POM sell its product in bulk.	N/A
6.2	<p>Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.</p>	PT Tapan Nadenggan – Hanau POM did not performed Business to Consumer communication. Hanau POM sell its product in bulk.	N/A

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6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	PT Tapian Nadenggan – Hanau POM did not performed Business to Consumer communication. Hanau POM sell its product in bulk.	N/A
6.4	Business to consumer communication shall not include information about the claimant’s RSPO membership status.	PT Tapian Nadenggan – Hanau POM did not performed Business to Consumer communication. Hanau POM sell its product in bulk.	N/A
6.5	Members shall not communicate to consumers information about their suppliers’ RSPO membership status.	PT Tapian Nadenggan – Hanau POM did not performed Business to Consumer communication. Hanau POM sell its product in bulk.	N/A
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	PT Tapian Nadenggan – Hanau POM did not performed Business to Consumer communication. Hanau POM sell its product in bulk.	N/A
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	PT Tapian Nadenggan – Hanau POM did not performed Business to Consumer communication. Hanau POM sell its product in bulk.	N/A
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with	PT Tapian Nadenggan – Hanau POM did not performed Business to Consumer communication. Hanau POM sell its product in bulk.	N/A



	the rules applying to RSPO supply chain certified members. The guidance document for audits is available on <a href="http://www.rsपो.org">www.rsपो.org</a> .		
<b>5.12. Complaints</b>			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	The organisation has a documented procedure for collecting and resolving stakeholder complaints in Procedure of Complaint Handling (SOP/SMART/SIGS-CSR/SADV/I/003). Complaints can be consulted with concerned related parties (Stakeholders), including suppliers, buyers, and contractors to obtain necessary inputs related to the implementation of effective RSPO Supply Chain. The procedure has been disseminated to relevant stakeholder on 16 May 2018. Up to this moment, noted that there is no complaints from the stakeholder related RSPO Supply Chain Certification.	Yes
<b>5.13. Management Review</b>			
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	The organization has planned to conduct management review in annual basis, appropriate to the scale and nature of the activities undertaken according to SOP SMART/UMUM/SADV/I/010 – Procedure of Management Review. The latest Management Review held on 2 May 2019, attended by 14 participants including Mill Manager and all Assistant. Minutes of management review meeting and attendance list were available.	Yes
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> <li>• Results of internal audits covering RSPO Supply Chain Certification Standard.</li> <li>• Customer feedback.</li> <li>• Status of preventive and corrective actions.</li> <li>• Follow-up actions from management reviews.</li> <li>• Changes that could affect the management system.</li> </ul>	The minutes of the Management Review meeting conducted on 2 May 2019 has recorded that the input of the management review are as follows: <ul style="list-style-type: none"> <li>• Results of internal audits covering RSPO Supply Chain Certification Standard: Internal Audit of RSPO Supply Chain has been done on 9 April 2019 resulting 1 NC and 1 OFI.</li> <li>• Customer feedback: there is no customer feedback occur in Hanau POM.</li> </ul>	Yes

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	<ul style="list-style-type: none"> <li>• Recommendations for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Status of preventive and corrective actions: non-conformity from latest internal audit regarding agreement/statement to comply with RSPO Supply Chain, has been followed up and closed on 17 April 2019.</li> <li>• Follow-up actions from management reviews: there is nothing to follow up from the previous management review.</li> <li>• Changes that could affect the management system: there is no change have been done that could effect management system.</li> <li>• Recommendations for improvement: automatic system to input mass balance report has been effectively implemented since 1 August 2018; manual traceability stamp have been change to automatic by WB system.</li> </ul>	
5.13.3	<p>The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> <li>• Improvement of the effectiveness of the management system and its processes.</li> <li>• Resource needs.</li> </ul>	<p>According to the minutess of management review meeting, it was noted that output of review has been in form of action related to improvement of the effectiveness of the RSPO Supply Chain Management system, through determining explicitly the improvement plan, responsible person who executes the improvement plan, target date of settlement and status of effectiveness evaluation in implementing RSPO SC management system.</p> <p>According to the minutes of management review meeting, it was noted that output of review has not required additional resources. The organization will optimize the existing resources to achieve all indicators of performance defined, by ensure all training program 2019 are performed, determining other training need, conducted refreshment of RSPO Supply Chain and critical control point respectively to the work description.</p>	Yes

**Appendix E: CPO Mill Supply Chain Assessment Report (Module *E* - CPO Mills: *Mass Balance* )**

<b>E.1 Definition</b>			
	<b>Requirement</b>	<b>Evidence</b> For any N/A raised, justification is required.	<b>Compliance</b> (Yes / No or N/A)
E.1.1	Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	PT Tapian Nadenggan – Hanau POM receives and processes FFB from certified and uncertified sources. Certified source consist of own crop from Hanau Estate, Tasik Mas Estate, Tanjung Paring Estate and Langadang Estate. Non-certified FFB source are Medang Sari Estate and third party FFB supplier, e.g. PT Prima Sentosa Pratama Putra – Lestari Unggul Jaya Estate. Therefore PT Tapian Nadenggan – Hanau POM can only claim RSPO Supply Chain model Mass Balance (MB).	Yes
<b>E.2 Explanation</b>			
E.2.1	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products must be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.	The estimated tonnage of CPO and PK produced by PT Tapian Nadenggan – Hanau POM has been recorded in BSI’s public summary report and registered in RSPO IT Platform.	Yes
E.2.2	The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).	PT Tapian Nadenggan – Hanau Mill has been registered in RSPO IT Platform, with ID number RSPO_PO1000001154. PT Tapian Nadenggan – Hanau Mill has meet all registration and reporting requirements for the appropriate	

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		supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).	
<b>E.3 Documented procedures</b>			
E.3.1	<p>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a. Complete and up to date procedures covering the implementation of all the elements in these requirements;</p>	<p>The site has documented complete and up to date procedures and work instruction covering the implementation of all the elements in RSPO Supply Chain Certification requirements, as in "SOP Supply Chain Produk RSPO Model Mass Balance" (SOP/TN/SCP Rev.01) dated 17 April 2018 and "Pelaporan Certified Produk RSPO" (SOP/TN/PCPR Rev.01) dated 17 April 2018. The procedures covers job and responsibility, work flow, receiving of raw material, verification of delivery note "Surat Penerimaan Barang", weighing, checking of raw material quality, processing, monitoring of process, validation of quality and quantity report, mass balance calculation, product delivery, registration of transaction and document control. The procedures are complete and up to date covering the implementation of all the elements of the RSPO Supply Chain model Mass Balance requirements.</p> <p>Other procedure related to RSPO Supply Chain that keep by Hanau POM:</p> <ul style="list-style-type: none"> <li>• SOP SMART/UMUM/SADV/I/003 – Procedure of Human Development Training.</li> <li>• SOP SMART/UMUM/SADV/I/009 – Procedure of Internal Audit.</li> <li>• SOP SMART/UMUM/SADV/I/010 – Procedure of Management Review.</li> <li>• SOP SMART/UMUM/SADV/I/001 – Procedure of Document and Record Control.</li> </ul> <p>Work Instruction:</p> <ul style="list-style-type: none"> <li>- IK/TN/PCK/01 – WI FFB Weighing</li> <li>- IK/TN/PKCPO/01 – WI Grading</li> <li>- IK/TN/PPCK/01 – WI Loading Ramp</li> <li>- IK/TN/PPCK/05 – WI Sterilizer Station</li> </ul> <p>a. IK/TN/PCK/01 – WI Despatch CPO &amp; PK</p>	Yes

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	b. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.	The person having responsibility for and authority over the implementation of the RSPO Supply Chain requirements identified in SOP/TN/PCPR Rev.01 section 3.4 "Tugas dan Tanggungjawab". As explained in the SOP, Mill Unit Head is responsible for the implementation of RSPO Supply Chain requirements. During audit the Mill Unit Head able to demonstrate awareness of the organization's procedures for the implementation of these RSPO Supply Chain requirements.	Yes
E.3.2	The site shall have documented procedures for receiving and processing certifies an non-certified FFBS.	Hanau POM has written procedures for RSPO Supply Chain, as documented in "SOP Supply Chain Produk RSPO Model Mass Balance" (SOP/TN/SCP Rev.01) dated 17 April 2018. The procedure covers Receiving of Raw Material, Weighing (weighbridge ticket printing, quality checking, processing), Monitoring of Product (quality, quantity, validation of report), Mass Balance counting, Delivery of Product and Documentation. The Procedure established to ensure that the product produced by palm oil mill sourced from traceable raw material (Fresh Fruit Bunch) and can be traced that the related sources are implementing sustainable principal and criteria.	Yes
<b>E.4 Purchasing and goods in</b>			
E.4.1	The site shall verify and document the volumes of certified and non-certified FFBS received.	KTU (Sub Unit Administration Head) of Hanau POM as SCCS Officer has verified and documented the volumes of certified and non-certified FFB received. FFB documentation from certified estate is Weighbridge Card, which contain weigh, date, Delivery Note, number of bunches, location, vehicle identity, driver and clerk. FFB received are daily recorded in "Laporan Penerimaan TBS" (FFB Receiving Record) and "Laporan Harian Produksi" and recapitulated monthly in "Laporan Produksi-Pengiriman-Stock CPO/PK". Record observed are as follows: Certified: - Weighbridge Card No.A027641 036347, dated 25/06/2019 mentioned commodity is certified FFB, Net weight 8,730 kg, From: Hanau Estate Division 3, Block 97D09; quantity 425 bunches, Delivery Note No.	Yes

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		<p>1422/TBS/03/19/06/G068, Transporter: 000001 PT Tapian Nadenggan - HNAE, Driver: Ahmad Karyadi, Clerk: Riyan Putri.</p> <ul style="list-style-type: none"> <li>- Weighbridge Card No.A027631 036332, dated 25/06/2019 mentioned commodity is certified FFB, Net weight 5,680 kg, From: Tasik Mas Estate Division 5, Block 98D15; quantity 344 bunches, Delivery Note No. 1424/TBS/05/19/06/J061, Transporter: 000002 PT Tapian Nadenggan - TMSE, Driver: H. Padlansyah, Clerk: Riyan Putri.</li> <li>- Weighbridge Card No.A027794 036562, dated 25/06/2019 mentioned commodity is certified FFB, Net weight 8,760 kg, From: Langadang Estate Division 3, Block 05B20; quantity 479 bunches, Delivery Note No. 1432/TBS/03/19/06/N070, Transporter: 000044 PT Tapian Nadenggan - LNGE, Driver: Sebastianus, Clerk: Riyan Putri.</li> </ul> <p>Non-certified:</p> <ul style="list-style-type: none"> <li>- Surat Pengantar Buah No.LUJE/TBS/01/06/19/0530 dated 24/06/2019 from PT Primasentosa Pratamaputra – Lestari Unggul Jaya Estate, Division 01 LUJE, Block B6 (326 bunches), Block C4 (148 bunches) and B1 (144 Bunches), total 618 bunches, seal no. 4982204, transport KH 8309 GJ, driver Ali Wanpo. Weighbridge card No.A027637 036341, dated 25/06/2019 mentioned commodity is FFB, Net weight 10,260 kg, From: Perkebunan Lestari Unggul Jaya Division 01, quantity 618 bunches, Delivery Note No. LUJE/TBS/01/19/06/0530, Transporter: 000005 PT PSCP/LUJE, Driver: M. Ali Wanpo, Clerk: Riyan Putri.</li> <li>- Surat Pengantar Buah No.1425/TBS/03/19/06/H061 dated 24/06/2019 from PT Setya Kisma Usaha – Medang Sari Estate, Division 3, Block P13 (249 bunches), P15 (208 bunches) and P14 (63 bunches), total 520 bunches. Transport KH 9835 GH. Weighbridge card No.A027632 036335, dated 25/06/2019 mentioned commodity is FFB, Net weight 8,510 kg, From: Medang Sari Estate Division 3, Block 06R16, quantity 520 bunches, Delivery Note No. 1425/TBS/03/19/06/H061, Transporter: 000025 PT Setya Kisma Usaha, Driver: Gutama, Clerk: Riyan Putri.</li> </ul>	
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E.4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	The mill has procedure SOP/TN/PCPR – Reporting of RSPO Certified Product, dated 1 April 2015 on Chapter 6.2 page 7 mentioned that the site will inform Certification Body immediately if there is a projected over production of certified tonnage. The communication will be assisted by Certification Section, EHS Department. Up to this moment there are no overproduction occur or reported.	Yes
<b>E.5 Record keeping</b>			
E.5.1	a. The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis by RSPO.	<p>The organization has maintained accurate, complete, up-to-date and accessible records and reports covering all aspects of RSPO Supply Chain requirements, as evident in “Laporan Produksi Harian”. A daily report covers today and todate data of FFB receive, FFB processed, CPO and PK produced, Stock of CPO and PK, Despatch of CPO and PK, processing time and throughput. Sample seen: “Laporan Produksi Harian” period June 2019.</p> <p>“Laporan Produksi – Pengiriman – Stok CPO/PK” is a monthly report that covers data respective month and todate of FFB receiving, FFB processed, CPO and PK production, OER and KER. Based on the report, for period January – December 2018, FFB processed from HNAE: 83,762.02 ton, from TMSE: 105,192.92 ton, TPRE: 95,057.09 ton LNGE: 52,824.11 ton. CPO produced are HNAE: 17,528.45 ton, TMSE: 21,988.32 ton, TPRE: 19,891.14 ton and LNGE: 11,071.91 ton. PK produced HNAE: 4,944.38 ton, TMSE: 6,231.94 ton, TPRE: 5,612.18 ton and 3,106.45 ton. For period January – June 2019, FFB processed from HNAE: 36,181.31 ton, from TMSE: 51,381.28 ton, TPRE: 45,711.08 ton LNGE: 21,120.35 ton. CPO produced are HNAE: 7,242.37 ton, TMSE: 10,257.24 ton, TPRE: 9,117.36 ton and LNGE: 4,211.80 ton. PK produced HNAE: 2,152.48 ton, TMSE: 3,065.09 ton, TPRE: 2,722.58 ton and 1,257.07 ton.</p> <ul style="list-style-type: none"> <li>Balance of all RSPO certified received and deliveries of RSPO certified CPO and PK can be seen on Mass Balance Report. It is a three monthly report that covers receiving of FFB certified and non-certified, FFB processed certified and non-certified, production of CPO certified and non-certified,</li> </ul>	Yes

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		production of PK certified and non-certified, delivery of CPO and PK certified and non-certified, stock of CPO and PK certified and non-certified. Sample seen: Mass Balance report period October-December 2018, January-April 2019 and May-July 2019.	
	b. All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated	<p>All volumes of palm oil and palm kernel delivered are deducted from the material accounting system. There is no over deliveries of certified product neither negative stock of certified product. Volume of deliveries are controlled in "Laporan Produksi – Pengiriman – Stok CPO/PK" and RSPO Mass Balance Report.</p> <p>There are delivery of Certified Palm Kernel, i.e:</p> <ul style="list-style-type: none"> <li>- Transaction ID: TR-699e96de-a79c; Seller PT Tapian Nadenggan – Hanau Palm Oil Mil; Member ID RSPO_PO1000001154; Seller Ref #1451/KER/1451/19/L005; Buyer PT Tapian Nadenggan – Hanau KCP; Member ID RSPO_PO1000001447; Buyer Ref #4200077624; Product CSPK; Program Mass Balance; Volume 1,999.99 MT; Transaction Type: Shipping; Status: Confirmed; Shipping/ BL date 15 June 2019; Confirmation date 17 June 2019.</li> <li>Transaction ID: TR-fd667cda-9d53; Seller PT Tapian Nadenggan – Hanau Palm Oil Mil; Member ID RSPO_PO1000001154; Seller Ref #1451/KER/1451/19/L004; Buyer PT Tapian Nadenggan – Hanau KCP; Member ID RSPO_PO1000001447; Buyer Ref #4200076192; Product CSPK; Program Mass Balance; Volume 997.35 MT; Transaction Type: Shipping; Status: Confirmed; Shipping/ BL date 6 May 2019; Confirmation date 10 May 2019.</li> </ul>	Yes
	c. The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short. (i.e. product can be sold before it is in stock.) For further details refer to Module C.	The procedure SOP/TN/PCPR – Reporting of RSPO Certified Product, dated 1 April 2015 Chapter 6.2 page 6 has described the mechanism of "sell short" is allowed, however for safety reason the site has never practiced it.	Yes



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**Supply Chain Declaration** *(Applicable For Appendix E)*

<b>A. Monthly Records of Certified and Uncertified FFB Received since the last audit</b>							
No.	Month - Year	Volume of FFB from certified supply bases (mt)				Volume of FFB from uncertified supply bases (mt)	Total FFB/Month (mt)
		HNAE	TMSE	TPRE	LNGE		
1	July 2018	8,461.68	12,352.28	10,526.16	4,831.12	6,312.82	42,484.06
2	August 2018	8,283.84	12,092.67	10,304.93	4,729.58	6,184.17	41,595.19
3	Sept 2018	8,048.57	11,005.54	9,073.37	4,541.51	5,930.22	38,599.21
4	Oct 2018	8,366.73	10,504.79	8,895.60	4,584.73	5,718.47	38,070.32
5	Nov 2018	6,855.93	7,762.04	7,429.75	3,711.77	4,839.12	30,598.61
6	Dec 2018	5,901.55	7,196.73	6,605.23	3,765.12	4,749.39	28,218.02
7	Jan 2019	6,034.54	7,099.37	7,175.81	3,676.89	4,852.64	28,839.25
8	Feb 2019	5,484.80	7,549.99	6,806.49	2,901.43	5,171.62	27,914.33
9	March 2019	5,789.56	8,296.36	6,847.81	2,955.89	5,450.62	29,340.24
10	April 2019	6,332.66	9,452.53	7,580.79	3,333.16	4,927.13	31,626.27
11	May 2019	6,213.27	9,099.59	7,813.07	3,619.09	5,110.37	31,855.39
12	June 2019	6,084.22	9,197.81	9,515.04	4,493.14	4,234.96	33,525.17
<b>Total</b>		<b>81,857.35</b>	<b>111,609.70</b>	<b>98,574.05</b>	<b>47,143.43</b>	<b>63,481.53</b>	<b>402,666.06</b>

<b>B. Monthly Records of Certified CPO &amp; PK since the last audit</b>			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	July 2018	7,491.31	2,265.27
2	August 2018	7,776.14	2,371.68
3	Sept 2018	5,068.72	1,664.29
4	Oct 2018	8,971.92	2,286.99
5	Nov 2018	3,933.52	1,489.38
6	Dec 2018	6,361.63	1,099.53
7	Jan 2019	5,354.49	1,336.49
8	Feb 2019	4,509.85	1,450.60
9	March 2019	4,974.63	1,429.83
10	April 2019	5,183.40	1,638.24
11	May 2019	5,366.32	1,673.28
12	June 2019	4,859.97	1,690.82
<b>Total</b>		<b>69,851.90</b>	<b>20,396.40</b>

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<b>C. Records of Certified CPO &amp; PK Sold under PalmTrace to Buyers since the last audit</b>				
<b>No.</b>	<b>Buyers Name</b>	<b>Palmtrace Trading License Number</b>	<b>Certified CPO Sold (mt)</b>	<b>Certified PK Sold (mt)</b>
15-11-2018	PT Tampilan Nadenggan-Hanau Kernel Crushing PLant	TR-feb49ba7-6839	-	2,999.75
06-05-2019	PT Tampilan Nadenggan-Hanau Kernel Crushing PLant	TR-fd667cda-9d53	-	997.35
27-03-2019	PT Tampilan Nadenggan-Hanau Kernel Crushing PLant	TR-9abf8609-5564	-	2,998.62
12-02-2019	PT Tampilan Nadenggan-Hanau Kernel Crushing PLant	TR-7ae551f9-b313	-	2,999.94
15-06-2019	PT Tampilan Nadenggan-Hanau Kernel Crushing PLant	TR-699e96de-a79c	-	1,999.99
27-09-2018	PT Tampilan Nadenggan-Hanau Kernel Crushing PLant	TR-23c7ad04-0eb7	-	3,999.78
15-03-2019	PT SMART Tbk - Surabaya Refinery	TR-186b8572-eb0c	1,502.26	-
20-04-2019	PT Tampilan Nadenggan-Hanau Kernel Crushing PLant	TR-17122055-c70d	-	999.51
<b>Total</b>			<b>1,502.26</b>	<b>16,994.94</b>

<b>D. Records of CPO &amp; PK Sold under other schemes to Buyers since the last audit</b>				
<b>No.</b>	<b>Buyers Name</b>	<b>Scheme Name</b>	<b>CPO Sold (mt)</b>	<b>PK Sold (mt)</b>
Aug 2018	PT Tampilan Nadenggan - Bulking Bumi Harjo	ISCC	7,776.14	-
Sep 2018	PT Tampilan Nadenggan - Bulking Bumi Harjo	ISCC	5,068.72	-
Oct 2018	PT Tampilan Nadenggan - Bulking Bumi Harjo	ISCC	8,971.92	-
Nov 2018	PT Tampilan Nadenggan - Bulking Bumi Harjo	ISCC	3,933.52	-
Dec 2018	PT Tampilan Nadenggan - Bulking Bumi Harjo	ISCC	6,361.63	-
Jan 2019	PT Tampilan Nadenggan - Bulking Bumi Harjo	ISCC	5,354.49	-
Feb 2019	PT Tampilan Nadenggan - Bulking Bumi Harjo	ISCC	4,378.67	-
Mar 2019	PT Tampilan Nadenggan - Bulking Bumi Harjo	ISCC	3,030.88	-
Apr 2019	PT Tampilan Nadenggan - Bulking Bumi Harjo	ISCC	5,183.40	-
May 2019	PT Tampilan Nadenggan - Bulking Bumi Harjo	ISCC	5,366.32	-
Jun 2019	PT Tampilan Nadenggan - Bulking Bumi Harjo	ISCC	4,859.97	-
<b>Total</b>			<b>60,285.66</b>	<b>-</b>

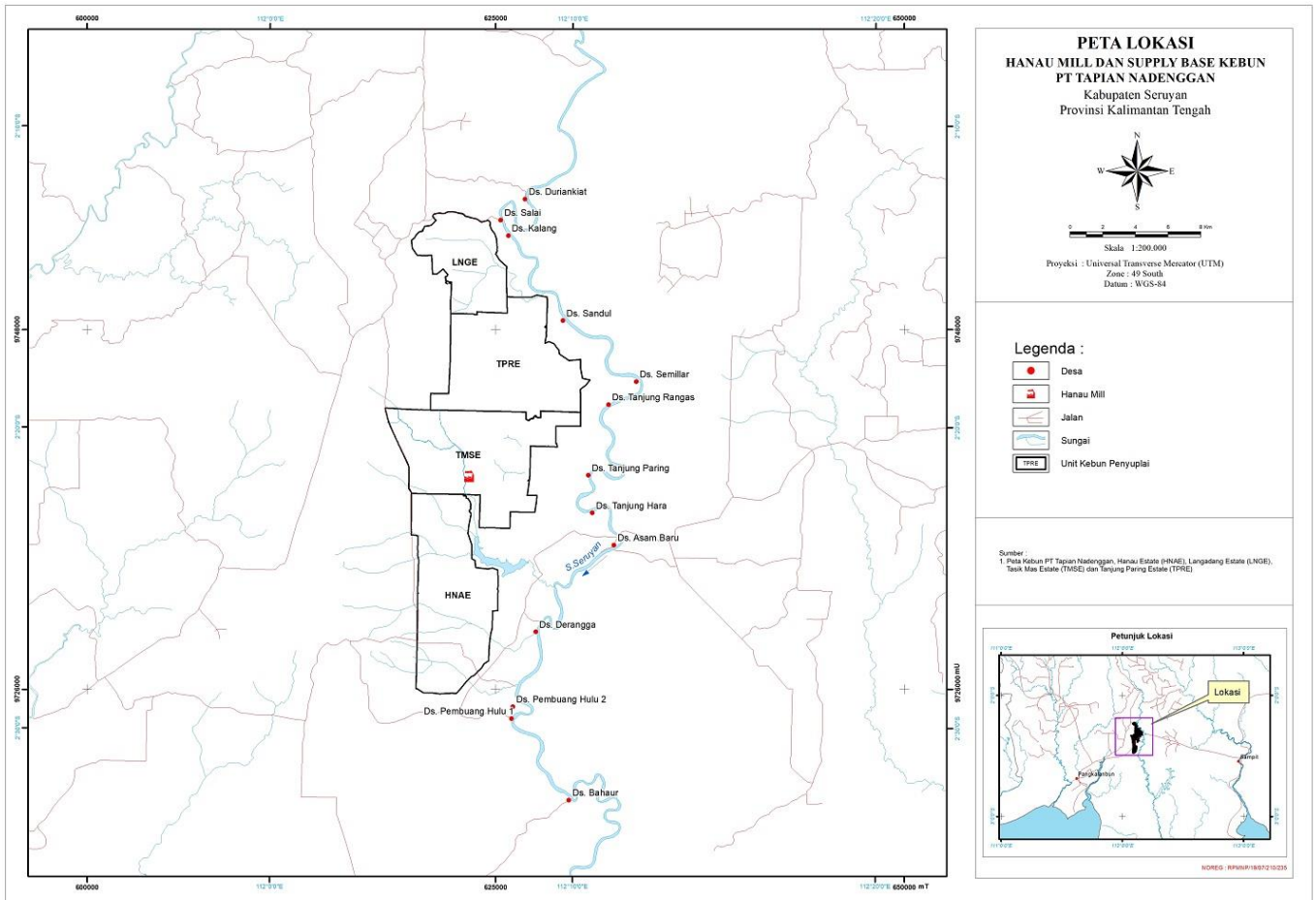
<b>E. Records of CPO &amp; PK Sold as conventional to Buyers since the last audit</b>			
<b>No.</b>	<b>Buyers Name</b>	<b>CPO Sold (mt)</b>	<b>PK Sold (mt)</b>
n/a			

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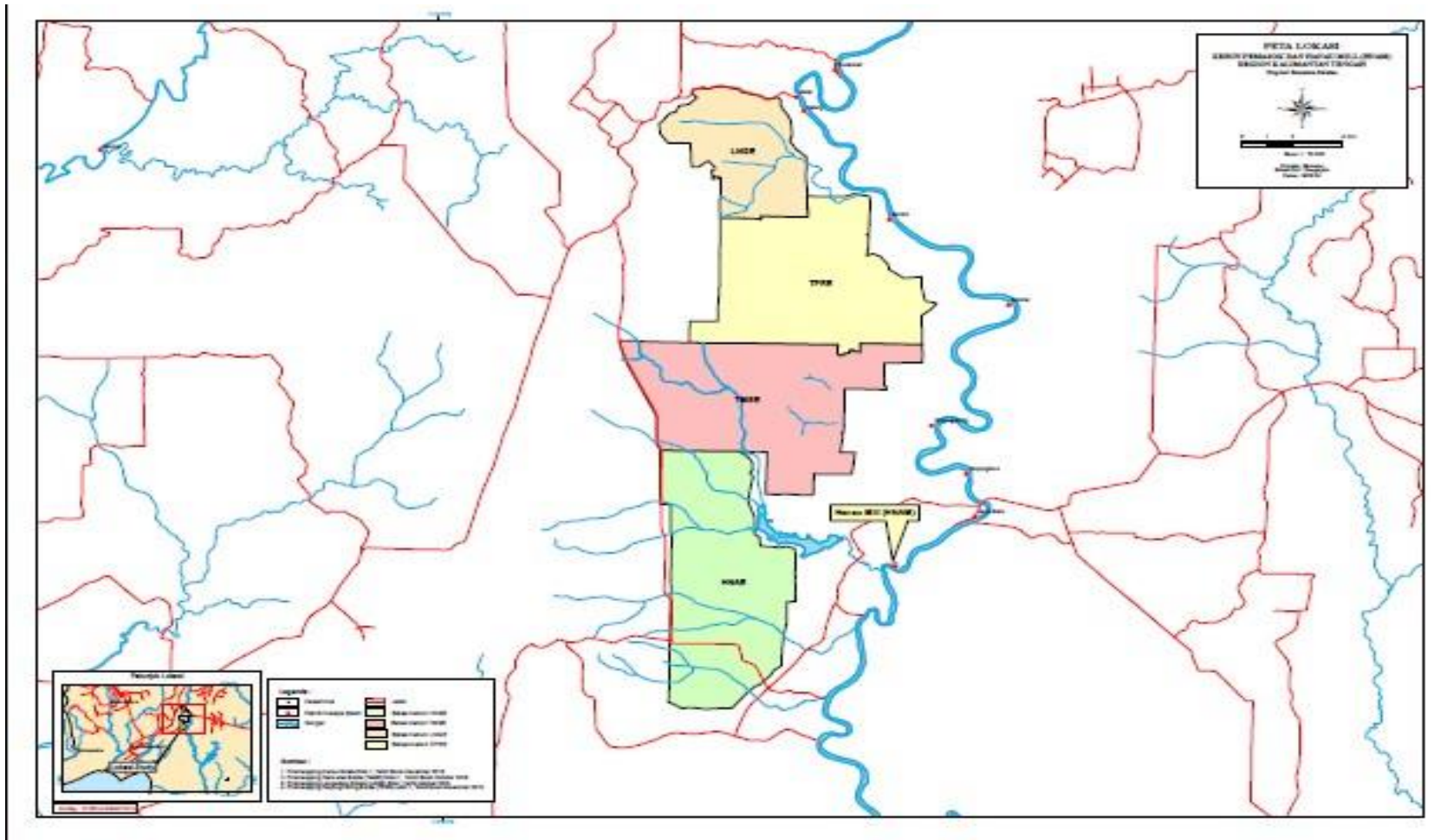
<b>F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit</b>			
<b>No.</b>	<b>Buyers Name</b>	<b>PalmTrace Trading License Number</b>	<b>RSPO Credits of Certified CPO Sold (mt)</b>
n/a			

**Appendix F: Location Map of Certification Unit and Supply bases**

**Map 1. Location of PT. Tapian Nadenggan – Hanau POM**



**Appendix G: Estate Field Map**



**Appendix H: List of Smallholder Sampled** *(If applicable – scheme/associated/group certification)*

**Appendix I: List of Abbreviations Used**

AMDAL	Analisis Mengenai Dampak Lingkungan (Social and Environmental Impact Assessment)
BOD	Biological Oxygen Demand
BPN	Badan Pertahanan Nasional (National Land Authority)
BSI	British Standard Institution
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
EFB	Empty Fruit Bunch
FFB	Fresh Fruit Bunch
GPS	Global Positioning System
HCV	High Conservation Value
HGU	Hak Guna Usaha (Land) title for commercial use
IPM	Integrated Pest Management
ISO	International Standards Organisation
ISPO	Indonesia Sustainable Palm Oil
ISCC	International Carbon Certification System
IUP	Izin Usaha Perkebunan (Plantation Licence)
KER	Kernel Extract Ratio
MB	Mass Balance
OER	Oil Extract Ratio
OHS	Occupational Health and Safety
P2K3	Panitia Pembina Kesehatan dan Keselamatan Kerja (Safety and Health Committee)
PK	Palm Kernel
PKO	Palm Kernel Oil
PKB	Perjanjian Kerja Bersama (Worker Collective Agreement)
POM	Palm Oil Mill
PPE	Personal Protective Equipment
PT	Perseroan Terbatas (Limited Company)
RKL	Rencana Pengelolaan Lingkungan (Environmental Management Plan)
RPL	Rencana Pemantauan Lingkungan (Environmental Monitoring Plan)
RSPO	Rountable Sustainable Palm Oil
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SCCS	Supply Chain Certification System
SOP	Standard Operation Procedure